

Notice to Part-Time Faculty Members (Fixed Term II)

As a part-time faculty member at Penn State, I understand and acknowledge the following:

- I am permitted to teach up to nine (9) credits per semester in combined Penn State employment year-round or greater than nine (9) credits for one semester or summer session per calendar year.
- If I am teaching greater than nine (9) credits in one semester, that assignment may not overlap with any other employment at Penn State, including teaching at multiple colleges or campuses, or non-teaching part-time employment such as parking, ushering or working at Penn State events unless my primary college or unit has approved.
- I must obtain prior approval from my primary college or work unit in order to work in any other employment capacity at Penn State, including teaching at another college or campus location, or other non-teaching, part-time employment.
- Part-time faculty may be eligible for benefits as outlined in Penn State Policy HR103.

Note: The above requirements for part-time faculty employment do not apply to PSU full-time students. Work units with positions governed by a collective bargaining agreement may have additional requirements and/or restrictions for part-time employment.*

* PSU full-time student = enrolled in 12+ undergraduate credits or 9+ graduate credits

Employee Signature

Date

Print Employee Name

Your signature denotes that you have read and acknowledge the information shown above.