



ARTICLE 12.8 NON-INSTRUCTIONAL EDUCATIONAL ACTIVITIES FORM (PART-TIME)

Pursuant to Article 12.8 of CSU/AAUP Collective Bargaining Agreement

Employee Number: _____ (6-Digit State of CT #)

Name: _____ Last _____ First _____ MI _____

Address: _____ Street _____

City _____ State _____ Zip Code _____

Department : _____ Highest Degree Held: _____

Group: _____ Total CSU Credits to Date: _____

Are you presently on another CSU, State, or SCSU payroll? YES _____ NO _____ (If yes, attach a Dual Employment form.)

If previously employed by the State, indicate when & where: _____

Article 12.8: For part-time members hired on other than a load credit basis, forty-five (45) hours of service shall be considered the equivalent of one (1) load credit, both for purposes of classification and compensation.

Credit Limits:

Individual load assignments for a summer session of five (5) to eight (8) weeks or intersession (four (4) weeks or fewer) shall be restricted to eight (8) and four (4) load credits respectively. When sessions overlap, both in the aggregate shall be considered a single session for purposes of this limitation. In no event shall the total load assignments in a given summer exceed sixteen (16) load credits or eighteen (18) load credits where the load assignment includes laboratory or studio courses.

Those employees of Connecticut State University who are employed for at least six (6) days in a semester and who earn six (6) or fewer load credits or who teach no more than two (2) courses for a total of eight (8) or fewer load credits and whose function consists primarily of (but shall not be limited to) teaching, research or other scholarly activity.

Year of Appointment: _____

Number of Credits and Semester/Session to be assigned per Article 12.8:

Intersession _____ Spring Break _____ Fall _____ Spring _____ Summer A 5 _____ Summer A 6 _____ Summer B 5 _____ Summer B 6 _____ Summer B 3 _____

Salary Calculation: Rate per Credit \$ _____ Number of Credits _____ Total \$ _____ -

Please indicate any additional credits for teaching during the applicable session:

Intersession _____ Spring Break _____ Fall _____ Spring _____ Summer A 5 _____ Summer A 6 _____ Summer B 5 _____ Summer B 6 _____ Summer B 3 _____

Please provide a detailed description of job duties:

Fund # _____ Organization # _____ Account # 612130 Program # _____

APPROVALS:

Chairperson/Dept Head _____ Date: _____

Dean/Admin Officer _____ Date: _____

Vice President _____ Date: _____

Sponsored Research _____ Date: _____ (Applicable only if grant funded.)

Chief Human Resources Officer _____ Date: _____ (or designee)