

**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 MIAddress: \_\_\_\_\_  
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 &amp; 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 #

INDEX

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)