

Guidelines for Part-Time and Limited-Term Faculty

As of July 1, 2016, Georgia Tech stopped using the titles “Part-Time Lecturer” and “Temporary Lecturer”. All lecturers who are working less than 75% time should have the title of Lecturer; the fact that they are working part-time is reflected in the time allocation.

A search is required to hire anyone into the Lecturer title at 75% time or greater. Faculty may be hired to work full time for up to two years using the title Visiting Lecturer, Visiting Assistant/Associate/Professor, or Research X-LT without a search. After a period of two years, units must either terminate the employee or conduct a search and convert the faculty member to a long-term position. A search is required for part-time research faculty whose appointment does not have an end date.

Title	Time Allocation	Search Required	Time Limit	Faculty Governance	Contract
Lecturer	<75%	No	None	No	No
Lecturer	75-99%	Yes	None	Yes	No
Lecturer	100%	Yes	None	Yes	Yes*
Visiting Lecturer	75-100%	No	2 Years	No	No
Visiting ASTP/ASOC/PROF	75-100%	No	2 Years	No	No
Research X	1-100%	Yes	None	Yes	No
Research X-LT	1-100%	No	2 Years	No	No

*Lecturers must be appointed by August 15 to receive a contract for that academic year.

Appointment Dates for Part-Time Instructional Faculty

- Academic/Semester-based pay must align with appointment start and end dates
- Semester dates should be as follows:
 - Fall: August 1 – December 31
 - Spring: January 1 – May 31
 - Summer: June 1 – July 31
- For fall 2024, part-time faculty who have current summer assignments going into mid-August, the dates would be August 16-December 31, and their monthly rate should be calculated as 4.5 months.
- In rare cases, where the part-time faculty member needs dates in mid-May and/or mid-August, the HR/FA partner should refer to the payroll calendar and ensure that the date for August or May aligns with half of the number of working in that month.
 - If there is an odd number of working in that month, round up. i.e. if there are 23 working days in that month, they should be on payroll for 12 of those days in that month.
- For full-time, academic-year faculty who start, terminate, or begin/end LOA with dates outside of those listed above, their FA Partner should contact Autumn to ensure that the faculty member is paid according to their contract days worked.

Quick Reference for 2024 Mid-Month Dates

Month	# of Work Days	Start Date	End Date
Aug 2024	22	8/1/2024 8/16/2024	8/15/2024 8/31/2024
Dec 2024	22	12/1/2024 12/17/2024	12/16/2024 12/31/2024
Jan 2025	23	1/1/2024 1/16/2025	1/15/2025 1/30/2025

For Part-time Lecturer Packages Already in Progress (Fall 2024)

Fall 2024 – New Hires

- If TRACS has a start date **other than** 08.01.2024 or 08.16.2024
 - Do not update the package info tab if already in OFA queue
 - HR Rep – Update offer letter start to 08.01.2024 or 08.16.2024
 - Update date on PTA, if needed
 - Use end date of 12.31.2024, 05.31.2025 or 07.31.2025
 - Align salary in offer letter to length of appt

Fall 2024 – Reappointment

- If TRACS has a start date **other than** 08.01.2024 or 08.16.2024
 - Do not update the package info tab if already in OFA queue
 - HR Rep – Update offer letter start to 08.01.2024 or 08.16.2024
 - Update date on PTA, if needed
 - Use end date of 12.31.2024, 05.31.2025 or 07.31.2025
 - Align salary in offer letter to length of appt

Fall 2024 – Change in Appointment – FTE

- If TRACS has a start date **other than** 08.01.2024 or 08.16.2024
 - Do not update the package info tab if already in OFA queue
 - HR Rep – Update offer letter start to 08.01.2024 or 08.16.2024
 - Update date on PTA, if needed
 - Use end date of 12.31.2024, 05.31.2025 or 07.31.2025
 - Align salary in offer letter to length of appt
 - If updating FTE in OneUSG, be sure to use the new start and end date