

PART-TIME FACULTY PAY
AND
AFFORDABLE CARE ACT HOURS TRACKING

| Scenario | Count the Hours for ACA | Submit Payment Request | Special Notes |
|---|-------------------------|------------------------|--|
| Part-time Faculty Completing <i>Required</i> Trainings/Meetings for Employment (Orientation, Clery Act, Hazardous Materials, Etc.) | NO | NO | Required by State of Georgia and/or Board of Regents as a condition of Employment |
| Part-time Faculty Teaching as Instructor of Record for a Course listed in Banner | YES | YES | |
| Part-time Faculty Teaching as Co-Instructor of Record for a Course listed in Banner | YES | YES | |
| Part-time Faculty <i>Required</i> to Shadow an Instructor during Semester (in a classroom with KSU students) | YES | YES | |
| Part-time Faculty Shadowing an Instructor during Semester (in a classroom with KSU students) - <i>Not Required</i> | NO | NO | |
| Part-time Faculty Teaching a Continuing Education Course or performing other non-instructional assignments | YES | YES | |
| Part-time Faculty Attending a <i>Mandated or Required</i> Instructional or Professional Development Training/Workshop/Conference (whether or not assigned to courses or non-instructional assignments during the semester) | YES | YES | See Notes re: Travel |
| Part-time Faculty Attending an Instructional or Professional Development Training/Workshop/Conference <i>Not Required</i> but is Paid by the University (whether or not assigned to courses or non-instructional assignments during the semester) | YES | YES | See Notes re: Travel; Unless the unit hosting the workshop or event is going to pay all participants (the same amount), there will be no payment made to anyone. |
| Part-time Faculty Attending a Training/Workshop/Conference <i>Not Required</i> and/or not paid by the University (on their own time) (whether or not assigned to courses during the semester) | NO | NO | |
| Part-time Faculty Assigned to Courses Attending <i>Required</i> Department Meetings during the Semester | YES | NO | Payment Built into Course Payment |
| Part-time Faculty NOT Assigned to Courses Attending <i>Required</i> Department Meetings during the Semester | YES | YES | Must Pay if the Department Requires Attendance |
| Part-time Faculty Assigned to Courses Holding <i>Required</i> Office Hours for Meeting Students | YES | NO | Payment Built into Course Payment |
| Part-time Faculty Assigned to Courses Performing Standard Course Preparation for Assigned Courses | YES | NO | Payment Built into Course Payment; Standard Course Preparation Does Not Include Extensive Research on a Topic or Subject Matter to be Taught or Leisure Reading on Related Subject Matters |
| Part-time Faculty Assigned to Courses Performs Extensive Research on a Topic or Subject Matter to be Taught (above and beyond department chair expectations for course) | NO | NO | Standard Course Preparation Does Not Include Extensive Research on a Topic or Subject Matter to be Taught |
| Part-time Faculty Assigned to Courses Performs Leisure Reading on Related Subject Matters | NO | NO | Standard Course Preparation Does Not Include Leisure Reading on Related Subject Matters |
| Travel for Clinical Visits, Site Visits, Etc. (i.e., | | | |