Purpose: Please use this form to request ALL part-time faculty hires, ALL summer courses and for any NEW courses PRIOR to posting this in the SOC. The form can be initiated by the Faculty but should be approved by the Program Coordinator in the Department who is supporting the course within CESS.

Deadlines
Fall sections – Ideally by SOC departmental draft deadline but no later than July 1 of approaching Fall.
Winter sections – Ideally by SOC Departmental draft deadline but no later than October 1 of approaching Winter.
Spring sections – Ideally by SOC Departmental draft deadline but no later than Nov 1 of approaching Spring.
Summer sections – ideally by SOC Departmental draft deadline but will be considered by priorities noted below:
  Priority Summer SOC Deadlines:
  1) Nov 4- Departmental SOC Editing Deadline
  2) Jan 15- Schedule of Courses Posted Online
  3) Jan 30- Deadline for Submitting Final Changes/Additions

Rates of Pay (Part-Time Lecturers)
Fall, Winter, Spring & Summer:
$2,320 (9/1/2023 – 8/31/2024) per credit based on current Part-Time Bargaining Unit rates (PTBU).
For more information, see Collective Bargaining Agreement – Part Time Unit.

Rates of Pay (Full-Time Faculty)
Academic year – if on overload = $ 2,100 /credit, and must be on Faculty’s Part B of their current work-load form.
Summer - $ 2,100 /credit or 2.75% of faculty base pay (per credit), whichever is greater, must also be on Part B.
For more information, see “Collective Bargaining Agreement (governing represented full-time faculty) (PDF)” at University Manual, Collective Bargaining Agreements, Faculty Handbooks.

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<th>CESS Sponsoring Department:</th>
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<tr>
<td>Semester (choose one):</td>
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<td>Course Title:</td>
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<td>Course:</td>
<td>NEW</td>
<td>Existing (may proceed to Page 2)</td>
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<td>Pre-reqs or standings: (if new)</td>
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<td>Course Comments: (if new)</td>
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<td>Course Restrictions: (if new)</td>
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Other Resources Req: (TA/GTA)

Target Audience:

Make selections:  [ ] Required  [ ] Elective  [ ] Undergraduate or  [ ] Graduate  [ ] Other:

Open to Non-Degree Students [ ] Yes  [ ] No

Instructor’s Full “Formal” Name or TBD:

Instructor’s Email: (if non-UVM)

Instructor’s Phone Number:

Is the instructor a current UVM affiliate?

[ ] Full-Time Faculty  [ ] Part-Time Faculty  [ ] Staff

[ ] Student  [ ] Other 

New or Returning Employee of UVM? (if known)

[ ] New  [ ] Returning

1) Need for course coverage/offering (sabbatical, leave, vacancy, etc.)

2) Summary of the qualifications for this instructor to teach this course if a Part-Time Lecturer:

[ ] Master’s  [ ] EdD  [ ] PhD

**Attach P/T faculty’s current CV**

*If this is a Travel Course, please contact your department chair & business manager first.

Approval of Department:

Program Coordinator ____________________________ Date: __________

√ Check that you have ALL the following items attached:

- This Completed “New Course/PT Faculty Section Request Form” with appropriate signatures
- Proposed Course Syllabus (when available)
- Instructor’s CV/Resume for all part-time faculty

Please send your completed request forms to the sponsoring Department Chair and cc: to the Department Business Manager in your area (DOE/DLDS-Kunie Renaud, SW-Kate Ball/Clem).

Once it is approved, you will be contacted and may have this course entered in the SOC via Banner.

Office Use Only

Chair Approval ____________________________ Date: __________

Associate Dean Approval, (if a NEW course)
Katie Shepherd/Kieran Killeen ____________________________ Date: __________

For more information about this request, please contact: ____________________________

This form can be found at Faculty and Staff Resources, CESS under: Employment in CESS > Part-Time Lecturer Forms

Last Revised 10/2/23 KR/RV