# College of Education and Social Services **Part-time Lecturer Intent Form – Existing Courses**

**Purpose:** Request part-time (PT) lecturer hiring for existing courses not covered by U1/U3 faculty for all Fall, Winter, Spring, and Summer semesters.

## **Deadlines for Form Submission to Department Business Manager**

**(DOE: Kunie Renaud; DLDS: Jean Evans; Social Work: Kate Ball Clem)**

Fall courses –> July 1  
Spring courses –> Nov 1   
Summer courses –> March 1

## **Rate of Pay (Part-Time Lecturers)**

**Fall, Winter, Spring & Summer:**   
$2,081 (9/1/2020 – 8/31/2021) per credit based on current Part-Time Bargaining Unit rates (PTBU).  
For more information, see [Collective Bargaining Agreement – Part Time Unit](https://www.uvm.edu/provost/collective-bargaining-agreement-part-time-unit).

NOTE:

* Consult with Department Business Manager first to confirm the rate of pay.
* Minimum enrollment of 15 is required for course to be offered.

## **Form**

Send completed form and supporting documentation to the **Chair** and cc to the **Business Manager**. After review and approval by the Department Chair, the PT lecturer appointment processing will be initiated.

**Program Requesting: Semester (circle one): Fall Winter Spring Summer**

**Course Prefix & # (list all for this PT lecturer for this semester):**

**Core/Required Course (circle one): Yes or No**

**Reason (circle one): Buyout Sabbatical/LOA Other:**

**# of credits & # of anticipated enrollment (especially if this is for supervision):\_\_**

**Name of Faculty or Part-Time Lecturer (Full/Formal Name): \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Status of Faculty (circle one): New or Returning**

**For all, please attach a current CV with contact information and copy of any required licensure and/or certification (e.g., Counselors, MSW, etc.).**

**Current/Prior UVM Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Include summary of qualifications for this lecturer to teach in the program.**

Completed by: Date:

Chair Approval Date:

This form can be found at [Faculty and Staff Resources, CESS](https://www.uvm.edu/cess/resources_faculty_and_staff) under: Employment in CESS > Part-Time Lecturer Forms