# **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.

For BSC office use only:

* I-9
* Info form
* W-4
* SS# (for Banner)
* DOB (for Banner)

**Deadline for Intent Form Submission to Department Business Manager**

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

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

**Rates of Pay (Part-Time Lecturers):**

Fall, Winter, Spring & Summer:
$2,030 (9/1/2019 – 8/31/2020) per credit based on current

Part-Time Bargaining Unit rates (PTBU).

Link to PTBU contract: <https://www.uvm.edu/~facrsrcs/?Page=ptcontract.html>

\*Please consult with with Department Business Manager first to confirm the rate of pay.

Note: Minimum enrollment of 15 is required for course to be offered.

**Program requesting: Semester (Circle): Fall Winter Spring Summer**

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

**Core/Required course: 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): \_\_\_\_\_\_\_\_\_\_\_\_\_**

**New or Returning Faculty (Circle one).**

**For all, please attach a current CV with contact information and copy of any required licensure and/or certification (i.e. 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:

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.

This form can be found here: <https://www.uvm.edu/cess/resources_faculty_and_staff>