

## Adjunct Faculty Letter of Appointment

August 17, 2026

**Instructor Name**

STC

Swainsboro, GA 30401

Dear **Instructor Name**:

As you are aware, adjunct faculty appointments are temporary, part-time positions and encompass a single academic term; therefore, your appointment is limited to **Fall Semester 2026** and there is no expectation that your association with Southeastern Technical College will extend beyond this period. All pertinent information regarding course(s) to be taught, scheduled course time(s), course location(s) to include (as applicable) campus(es) of assignment, the corresponding number of contact hours, per course and total compensation and, the method of pay delivery will be outlined in the Attachment which accompanies this letter.

If this is your first appointment with Southeastern Technical College in this capacity, you must satisfy all Federal employment eligibility requirements (e.g., completion of an I-9 form) as well as all accompanying Technical College System of Georgia employment requirements to include the completion of all required forms.

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that all faculty, including adjunct (part-time) faculty, hold credentials appropriate to the level and subject matter they are teaching. For this reason, you cannot begin work until you have submitted **official transcript(s)** from each college you attended and these documents have been reviewed and a determination made that your credentials meet SACSCOC guidelines.

Please be advised that adjunct faculty are not eligible to participate in the Flexible Benefits Program, do not accrue/earn leave and, are not eligible to membership in the Teachers Retirement System of Georgia. Instead, adjunct faculty must participate in the Employees' Retirement System's Georgia Defined Contribution Plan unless: you are a current member of TRS or ERS; are a State of Georgia retiree of TRS or ERS; or, are otherwise excluded by law. NOTE: as applicable, it is the responsibility of the adjunct faculty member to notify and provide documentation to the college indicating that he/she is a current member/retiree from either State retirement system.

Adjunct faculty are not eligible to participate in the State of Georgia's State Health Benefits Plan unless an individual qualifies for healthcare coverage by meeting the

eligibility guidelines established in the Patient Protection and Affordable Care Act (ACA). NOTE: deductions will be taken for the Medicare portion of FICA.

During the identified academic term, you are not permitted to work for any other technical college as adjunct faculty or in any other capacity without first obtaining the written approval of each technical college president. For compliance purposes, please acknowledge and agree to one of the following statements (initial one):

[     ] I have not obtained permission to work for another technical college during the identified academic term and I agree that I will not seek such employment during this academic term.

**Or**

[     ] I have been granted permission to work for another technical college by both college presidents. The terms and conditions of the additional employment, as approved, is attached.

Additionally, please sign and date the acknowledgement statement at the conclusion of the Attachment indicating your acceptance of all terms and conditions of employment. If you have any questions regarding the content of this letter or the information outlined in the Attachment, please feel free to contact me at 912-538-3131.

Sincerely,

*Dr. Bee Hart*

Dr. Bee Hart  
Dean of General Education

## Attachment to Letter of Appointment

Instructor Name, Fall Semester 2026

| Scheduled Course(s) |               |                   |              |              |
|---------------------|---------------|-------------------|--------------|--------------|
| Course#             | Course Name   | Day/Time/Location | Contact Hrs. | Compensation |
|                     |               |                   | (Maximum)    |              |
| <u>CRN</u>          | <u>Course</u> | <u>Delivery</u>   | 45/20        | \$28/hr      |

### Total Compensation for Course(s) Taught and Method of Payment/Pay Delivery

Total Compensation = \$1820.00. This equates to 65 hours x \$28/hr paid on the last working day of the month in four equal payments. See # 11 at the end of Terms and Conditions of Employment.

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### Terms and Conditions of Employment

1. Employee is expected to provide professional instruction based on an approved course syllabus; provide individual academic assistance to students; ensure course outcomes meet stated objectives; meet his/her classes as scheduled; submit student attendance records in a timely manner; submit student course grades by established deadline date; adhere to college and State Board policies and TCSG procedures; and, perform other duties as assigned.
2. Employee will maintain student records and all other administrative forms and records as prescribed by the college and, as applicable, the Technical College System of Georgia.
3. As applicable, the employee will not work in excess of the maximum number of contact hours referenced above
4. Employee will abide by local, state, and federal laws, rules and regulations as well as guidelines established by the college and the Technical College System of Georgia.
5. In addition to the secondary employment stipulation outlined in the letter of appointment, the employee is required to notify the college if he/she is currently employed with any state agency/organization in any capacity or if he/she accepts other employment with any state agency/organization in any capacity while employed by the college.
6. In response to low enrollment or for any other job-related reason the college reserves the right to reduce the established number of contact hours for a given course or

courses, reduce the number of course(s) to be taught, and/or subsequently modify the compensation to be delivered in the academic term/period of employment.

7. The college reserves the right to modify or re-negotiate the compensation to be delivered for the identified course(s) in the event that a scheduled class meeting date is cancelled or if the employee is absent from a scheduled class.

8. The college reserves the right to release the employee from employment at any time for any reason to include, but not limited to, low student enrollment, performance or conduct that does not meet the standards and expectations established by the college for its instructional staff or in response to a shortage of funds. If employment is ended prior to the end of the semester, the total compensation for academic services and student contact hours referenced above will be prorated based on actual hours worked or other methodology determined by the college.

9. At the conclusion of the semester or if the employee is released from employment prior to the end of the semester and the release of his/her last paycheck, the employee agrees to submit copies of required certification(s) and/or licensure, course materials, attendance sheets, grades, equipment/supplies, employee ID badge, key(s) and all other assigned college property to his/her immediate supervisor or other designated college official. If these materials are not submitted by the established deadline date, the employee understands that the college will not process/submit any request for a refund of Georgia Defined Contribution Plan contributions until all college property and these materials have been turned in.

10. NOTE to State of Georgia Retirees: All ERS retirees (other than disability retirees) are limited to no more than 1,040 hours of work during any calendar year. All TRS retirees may provide academic instruction consistent with the utilization restrictions outlined in the TCSG Procedure governing Institutional Staff Work Assignments (i.e., III.R.1.).

11. NOTE: Spring and Fall semesters will be paid out in 4 payments, and Summer will be paid out in 3. **Mini-mesters will be paid out in two payments.** Spring payments will be made in February, March, April, and May; Summer payments will be made in June, July, and August; and **Fall payments will be made in September, October, November, and December.** January will be the only month most adjuncts will not receive a check.

By my signature below, I understand and agree to the terms and conditions of employment outlined in this attachment and the accompanying letter of appointment to include my compensation and how and when my pay will be delivered.

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Adjunct Signature

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Date

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Vice President of Academic Affairs

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Date

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Dean of Academic Affairs

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Date