

Office of Human Resources

THE METROPOLITAN STATE COLLEGE of DENVER

I wish to take this opportunity to WELCOME everyone to the upcoming 2009 Fall semester and especially to any new faculty beginning with Metro this Fall. There have been a few important, notable changes in the last year that I need to bring to your attention:

- Affiliate Faculty who want to be considered for the new three (3) year pool, which is effective for the Fall 2009 semester must apply again for the new pool using the college's electronic application process, PeopleAdmin (www.mscdjobs.com).
- The United States Citizenship and Immigration Services (USCIS) issued a [revised Employment Eligibility Verification Form \(I-9\)](#). Revised on 02-Feb-2009.
- The Part-Time Faculty section of the Metro State College Human Resources website has been updated with current information. **Please destroy any packets you may have with old forms and direct new hires to the Human Resources website for New Hire packet information.**

Please review carefully the following

Part-Time Faculty Contract Procedures for Fall 2009, Winterim/Spring 2010 Semesters

Part-time faculty contracts for **Fall** are due to Human Resources prior to August 3rd, 2009, but no later than the August 17th, 2009 semester start date; **Winterim** contracts are due to Human Resources prior to December 18th, but no later than the January 1nd semester start date; **Spring** 2010 contracts are due to Human Resources prior to January 11th, but no later than the January 19th semester start date. Part-Time Faculty must have a signed contract prior to entering the classroom!

In order to meet federal law requirements, new part-time faculty and those returning after not having taught for one year must be given a new hire packet (which can be obtained from the HR Website or your Dean's office) to complete and return in person (cannot mail back) to the Human Resources Office in the Administration Building Room 510 **prior to beginning employment**. Regular office hours are Monday through Friday, 8:00 AM to 5:00 PM.

Part-time faculty working another job within the City & County of Denver must be given a Withholding Certificate-Denver Occupational Privilege Tax exemption form to be filled out by their primary employer and returned to the personnel office. This will ensure that duplicate city taxes are not deducted.

Verify all contracts for accuracy and completeness before printing; especially for beginning and ending dates of the teaching assignment. Failure to do so may result in part-time faculty not being paid on time. Send only ONE copy forward for signatures.

Signatures of part-time faculty, department chairperson, and the dean of the school must be in place prior to contract acceptance in Human Resources.

Please notify Angie Mallo amallo@mscd.edu IMMEDIATELY at (303) 352-4179 if a class is cancelled. Failure to do so may result in an over-payment situation, which will require collection of funds from the affected faculty member. Departments must provide amended contract information including revised start and end dates, days of the week the class meets, and class credit hours either by phone or email.

When a part-time faculty member is teaching in more than one department, both department chairs and deans must approve the contract or any changes to a contract before submitting to the Human Resources office.

PART-TIME CONTRACTS

FALL 2009/Winterim & Spring 2009

<u>Hours</u>	<u>Bachelor's Degree Pay Rate</u>	<u>Master's Degree Pay Rate</u>	<u>Terminal Degree in Field Pay Rate</u>	<u>FTE</u>
1	\$876.00	\$984.00	\$1,030.00	0.03
2	\$1,752.00	\$1,968.00	\$2,060.00	0.07
3	\$2,628.00	\$2,952.00	\$3,090.00	0.10
4	\$3,504.00	\$3,936.00	\$4,120.00	0.13
5	\$4,380.00	\$4,920.00	\$5,150.00	0.17
6	\$5,256.00	\$5,904.00	\$6,180.00	0.20
7	\$6,132.00	\$6,888.00	\$7,210.00	0.23
8	\$7,008.00	\$7,872.00	\$8,240.00	0.27
9	\$7,884.00	\$8,856.00	\$9,270.00	0.30

- **Fall** contracts are due in the Dean's Office by August 3th, 2009.
- **Fall** semester dates are: August 17th – December 13th, 2009.
- **Fall** pay dates are: September 11th, October 16th, November 13th, and December 11th, 2009.
- **Winterim 2010** contracts are due to the Dean's Office by December 18th, 2009.
- **Winterim 2010** semester contract dates are January 1nd – January 15th, 2010.
- **Winterim 2010** semester pay date is January 15th, 2010.
- **Spring 2010** contracts are due in the Dean's Office by January 8th, 2010.
- **Spring 2010** semester contract dates are January 18th – May 14th, 2010.
- **Spring 2010** pay dates are: February 12th, March 12th, April 09th, and May 14, 2010.

Contract format information is located on the HR Website. The back side of the contract is also on the HR Website. **Ensure all contracts include the back side prior to being signed.**

Please contact Angie Mallo in the Office of Human Resources at (303) 352-4179 for any questions