

FAQ for ACA

1. What are the definitions of temporary vs. regular part-time faculty?
 - a. **Temporary part-time faculty** are limited to 1300 hours, or 12 months of consecutive employment, whichever comes first. Based on the 1300 hour rule, the average number of standard hours worked per week temporary part-time faculty are eligible to work equates to 24.75, or *three* three-credit hours courses. Upon 12 month employment the temporary position must have a break in service of 26 weeks, or the candidate must apply for a regular part-time position. Note that a 26 week break in service may be a combination of fall & spring semesters, spring & summer semesters, or summer & fall semesters. Summer semester is not 26 weeks, therefore does not satisfy the requirement.
 - b. **Regular part-time faculty** who exceed 20 standard hours worked per week will be partially benefits eligible per ACA guidelines. The maximum number of credit hours a regular part-time faculty member may teach before moving into a partially benefits eligible status is seven credit hours, or 19.25 standard hours worked per week.
2. What is the UWG standard hours worked limit for part-time temporary or regular faculty?
 - a. 19.25 standard hours
3. Part-time faculty teaching two classes of three hours each fall outside the range of mandated benefits. True or False.
 - a. True. Time must be calculated by the contact hours and not credit hours. Examples of a combination of courses equal to seven contact hours, or 19.25 standard hours worked, are:
 - i. (2) 3-credit hour courses, plus (1) 1-credit hour lab
 - ii. (1) 3-credit hour course, plus (1) 4-credit hour course
 - iii. (1) 3-credit hour course, plus (2) 2-credit hour labs
4. How do I know if our part-time faculty are regular or temporary?
 - a. In March and April 2016, the Provost's office and HR sent a list of all part-time faculty who had been employed in each college in the last two years and asked that the Deans' offices determine which of the positions were regular or temporary based on the definitions stated above. This was part of a one-time conversion with the understanding that any other regular part-time faculty appointments would have undergone a competitive search.
5. What constitutes a competitive search for part time?
 - a. The search requirement for regular positions can be satisfied by posting on the site or job board where open positions are normally posted for the length of time generally posted in which all qualified candidates have the opportunity to apply. The current job board for faculty hires is located at

https://www.westga.edu/administration/facjobs_list.php. The period of time required to post is five business days.

6. Where do I go to post a part-time faculty position on the UWG site?
 - a. The position entry link can be accessed at the link below at <http://uwg-webforms01.uwg.westga.edu/HRPay/PositionEntry/>.
7. If a department wants a part-time person to teach more than two three hour classes, then the department can do so if it pays for partial benefits or full benefits.
 - a. It depends on if the faculty member is regular or temporary and whether the Provost's office has granted an exception to assign more than 19.25 standard hours for that semester. Regular part-time faculty are eligible for GA Defined and prorated sick leave during the semester for which they have exceeded 20 hours per week.
8. Can a search be internal only for faculty?
 - a. Suggestion would be for non-tenure track positions only.
9. If we are paying full benefits for a regular full-time position that we selected through a search, do we need to be concerned with ACA issues?
 - a. No
10. If the temporary, full-time person is coming to the end of the contract and the University declares that it wants to continue to have someone occupy this position, what do they need to do?
 - a. A search must be performed, for which the candidate may apply.
11. What is the termination or separation process for part-time faculty in a regular position? Notice requirement?
 - a. Recommendation from HR is that the letter of offer serves as sufficient notice to the faculty member whether or not an employment contract will be offered for the semester. Per the University System of Georgia definition of part-time faculty, part-time faculty are "employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution and will receive no compensation unless a part-time assignment is given."
12. Do we have a responsibility to provide hours for part-time regular faculty?
 - a. Yes. In the USG HR Manual, requirements of the Affordable Care Act specify that under the ACA, a reasonable method of crediting hours for *Part-time Regular* and Temporary Faculty may be used to determine healthcare eligibility. The statement goes on to clarify the use of the conversion chart for monitoring standard hours worked.

13. Do we have to allow regular part-time faculty *with partial benefits* opportunity for contact hours?
 - a. They must maintain at least 20 hours consistently to remain eligible for benefits. Partial benefits includes TRS retirement and prorated sick leave. [Refer to the 'ACA Chart for Temp and Reg Faculty'](#) for more information.

14. What is the eligibility criteria for a department to offer a part-time faculty position with benefits?
 - a. Department Need
 - b. Cost Analysis
 - c. Competitive Search