

Addendum

107.3 Contracts

107.3.1 General Procedures

Faculty contracts, signed and issued by the provost and vice president for academic affairs, normally cover the academic year of two semesters: Fall and Spring. Faculty members receive their compensation in ten payments from August through May. Administrative officers of the university, and certain of their associates and assistants, as well as department heads, are usually appointed for the full fiscal year. Individuals on fiscal contracts receive their compensation in twelve equal installments commencing in July.

107.3.2 Signing of Faculty Contracts

Contracts, signed and issued by the provost and vice president for academic affairs, are mailed to faculty members who are employed at the time the contracts are being dispersed (i.e., summer semester). Receipt of a contract by a faculty member must be acknowledged in writing. Faculty members should return their signed contracts to the Office for Academic Affairs during the time period specified in the contracts. Faculty members who are not going to be employed at the time contracts are to be dispersed must make prior arrangements with the provost and vice president for academic affairs for the signing of their contracts (i.e., during spring semester).

The Board of Regents' policy states, in part, as follows: USG institutions shall use the appropriate official contract forms approved by the Board of Regents. Failure to sign and return such contracts within the time period specified therein may be construed as an abandonment of employment rights.

Board of Regents' Policy Manual, Personnel, 8.3.11 Faculty Contract Forms

http://www.usg.edu/policymanual/section8/policy/8.3_additional_policies_for_faculty/#p8.3.11_faculty_contract_forms