



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

**PART-TIME FACULTY REAPPOINTMENT CONTRACT**

August 13, 2014

Sen. Benjamin Downing  
433 North Street, #301  
Pittsfield, MA 01201

Dear Sen. Downing,

On behalf of the Board of Trustees of Massachusetts College of Liberal Arts, I am pleased to appoint you to the temporary/part-time faculty of Massachusetts College of Liberal Arts as a Visiting Lecturer for the Department of History/Public Policy/Political Science, at a salary of \$3,000.00 (one section POSC 403-01, 3 credits), effective September 3, 2014. This part-time temporary assignment is for the period beginning September 3, 2014 to December 18, 2014.

By this appointment, you accept and agree to:

- a) the fact that this is a temporary appointment, and of a limited duration, to meet a special need of the College. Furthermore, this temporary appointment will conclude automatically on the date specified in the contract.
- b) the policies, rules and regulations governing temporary/part-time faculty of the state colleges as promulgated, amended or revised from time to time by the Board of Trustees pursuant to provisions of the General Laws.
- c) teach, prepare to teach, be available to advise at least one half (1/2) hour prior to and following classes as necessary or appropriate for consultation with students, participate in an evaluation process within the period of your appointment, and perform such duties that may be assigned to you by the President of the College or her designee.

Payment for services rendered by the appointee pursuant to this appointment shall be made on a bi-weekly basis for the period specified in the foregoing.

It is an exciting time at the College and I am glad you are a part of the team who will provide a high quality, forward looking education for our students.

Please sign below to acknowledge your acceptance, and return this form to the Department of Human Resources.

Sincerely,

Mary K. Grant, Ph.D.  
President

I hereby accept this temporary/part-time appointment subject to the terms and conditions herein contained.

\_\_\_\_\_  
Signature

8/28/14  
\_\_\_\_\_  
Date

RECEIVED  
AUG 06 2014  
MCLA  
Treasurer



My College. Right from the Start.  
375 CHURCH STREET, NORTH ADAMS, MA 01247

For HR office use only  
Employee ID \_\_\_\_\_  
Record No. \_\_\_\_\_  
Position No. \_\_\_\_\_

### Authorization to Hire

(For Part-Time Day Faculty, DGCE Faculty, Temporary, Special or Part-Time Employee)

Employee Name: Benjamin Downing ID# \_\_\_\_\_

Address: \_\_\_\_\_

Position Title/Rank: Visiting Lecturer

Part-Time Faculty  DGCE Faculty  Learning Services  Other

Department: History/Political Science/Geography

Start Date: 09/03/2014 End Date: 12/18/2014

Rate of Pay: 80.00 (Per Hour) Maximum Amount: 3,000.00

Maximum Hours/Week: 3  New Appointment - Attach Personal Data Form  Reappointment - Credentials on File

Account No.: T44AA-3140-3PC01-0200 44047

**For Faculty positions you must indicate the following:**

	Course Title	Course Number/Section	Credit Hours	Amount
1.	Politics & Policies	POSC 403-01	3.000	3,000.00
2.				
3.				

Justification for Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

### Approvals

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Budgetary: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President/Dean: Monica Iselin Date: 7/14/2014

Distribution: Original to Administration & Finance



DIVISION OF GRADUATE AND CONTINUING EDUCATION  
FACULTY LETTER OF APPOINTMENT

September 2, 2015

I, Benjamin Downing, agree to teach the following course at the Massachusetts College of Liberal Arts State University at the rank of Visiting Instructor, during the Fall instructional period of 2015 in accordance with the officially established academic schedule:

POSC 403-01  
Politics & Policies in Practice, 3 credits

Total Credits: 3

Compensation for the above course(s) shall be: \$3,711.00

I understand that this course may be cancelled prior to its first session if enrollment is insufficient. It is further agreed that I will be available at least one half (1/2) hour prior to and following classes as necessary or appropriate for consultation with students.

This appointment is governed, as are all conditions of employment, by a collective bargaining agreement between the Board of Higher Education and the Massachusetts State College Association. That Agreement requires, in Article III, the payment of dues or an agency service fee as a condition of employment. A copy of the collective bargaining agreement may be obtained by contacting the MSCA-DGCE office on campus.

Monica Isler  
Academic Vice President  
or Other Appropriate Administrator

9/2/2015  
Date

[Signature]  
Unit Member

\_\_\_\_\_  
Date

Please sign and return original within five (5) working days from the date posted on this letter of appointment and make copy for your records.

RECEIVED  
MCLA

AUG 28 2015



For HR office use  
Employee ID 311509  
Record No. 0  
Position No. \_\_\_\_\_

Human Resources/Payroll

### Faculty Assignment/Supplemental Compensation Approval *inactive*

This is for the following: (A.) Part-Time Day Faculty Positions, DGCE Faculty Positions, and other Teaching Assignments ~OR~ to be used for (B.) Supplemental Compensation. Please contact Human Resources if you have any questions about using this form.

#### Fill in below for all positions and payments:

Date: 08.18.2015 Form completed by: Shelley Potterton

Employee Name: Benjamin Downing

Department: History/Political Science/Geography

Account No.: T10AA-3010-3P-C01-F200 10013

Start Date: 09/02/2015 Completion/End Date: 12/17/2015

#### A. For Faculty/Instruction Positions:

For positions where pay is based on compensation per-credit. These will include courses that may be less than full enrollment, such as Course by Arrangement (CBA).

Part-Time Day  DGCE Details: \_\_\_\_\_

Special Situations:  CBA  Internship  Practicum  Ind. Study  Special Research

Faculty Rank: Visiting Lecturer

Course Number/Section	Course Title	Load Credits	Amount
POSC 403-01	Politics & Policies in Practice	3.000	\$3,711.00
<b>Total Credits and Compensation</b>		<b>3.000</b>	<b>\$3,711.00</b>

~OR~

#### B. For Supplemental Compensation:

For payments to active employees for work performed outside of job duties and work schedule. Include project details in Description of Service. Payment Requisition Form must be turned into Payroll office after work is complete to initiate payment.

Description of Service:

Total Supplemental Compensation

#### Approvals

Dept. Head (for Supplemental Comp.) Monica Jol Date 8/25/15  
Vice-President/Dean \_\_\_\_\_ Date \_\_\_\_\_

Administration & Finance [Signature] Date 8/26/15  
Human Resources [Signature] Date 8/31/15