



UNIVERSITY OF  
**GEORGIA**

Equal Opportunity Office

September 1, 2020

**Notification: Revision to EOO Policy Regarding Hours/FTE  
Threshold Between Part-Time and Limited-Term**

EOO previously defined “part-time employment” as “employment at 75% time and below,” i.e., less than or equal to .75 FTE or 30 hours a week. Limited-term employment was defined as “employment at more than 75% time,” i.e., more than .75 FTE or 30 hours a week.

However, the University System of Georgia [provides](#) that part-time faculty are “required to work an average of less than 30 hours per week over the academic year” (emphasis added). USG [also provides](#) that employees remain partial benefits eligible while they work “20 to 29 hours per week or .5 FTE to .74 FTE,” and become full benefits eligible when they work “30 or more hours per week or .75 FTE and greater” (emphasis added).

Accordingly, to align our definitions of “part-time” and “limited-term” with the weekly hours parameters set forth in USG policy, EOO is revising its definitions of “part-time” and “limited-term employment.”

**Effective immediately, “part-time employment” is defined as “employment at less than 75% (below .75 FTE; less than 30 hours a week),” and “limited-term employment” is defined as “employment at 75% or more (.75 FTE and over; 30 hours a week or more).”**

PREVIOUSLY	REVISED
Part time = 75% time/.75 FTE/30 hours a week <u>and below</u>	Part time = <u>less than</u> 75% time/.75 FTE/30 hours a week
Limited-term = <u>more than</u> 75% time/.75 FTE/ 30 hours per week	Limited Term = 75% time /.75 FTE/30 hours a week <u>and above</u>
Faculty at exactly .75% time/.75 FTE/30 hours per week were <b>part-time</b> .	Faculty at exactly .75% time/.75 FTE/30 hours per week are <b>limited-term</b> .

***This revision is not retroactive.*** This change applies only to part-time appointments issued from August 2020 forward. Part-time faculty appointed prior to this revision who are at exactly 75% time/.75 FTE/30 hours per week will remain part-time until their appointments expire (10 years from date of issuance).

***What is the practical impact?***

- Units requesting search waivers for part-time faculty must state that the appointment requested “does not equal or exceed 75%,” rather than indicating that it “does not exceed 75%.”
- Part-time faculty (whether appointed or hired) whose obligations increase to 75% time or more will need to obtain a limited-term appointment. Previously, the limited term appointment was required only if the obligations went above 75%.
- Full-time faculty wishing to reduce their obligations will need to obtain a part-time exception only if their time drops below 75%. Previously this exception was required if the obligations dropped to 75% or less.

***This revision does not concern or affect the Office of Faculty Affairs’ part-time vs. limited term threshold.*** This concerns EOO’s definitions only. Please contact OFA with any questions about its definitions.

This guidance is effective immediately.

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Please direct any questions regarding this guidance to Kieran B. Morrow, J.D., at [kbmorrow@uga.edu](mailto:kbmorrow@uga.edu).