



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 \_\_\_\_\_

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