



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