

Part-Time Academic Job Codes

When determining the appropriate job family/code for the employee, please review all of the Examples in the Right Hand Column prior to making your decision. *Affordable Care Act requirements mandate these employees have an accurate count of hours worked.* If you need assistance, please contact Elizabeth Thompson, Human Resources, at Elizabeth.Thompson.1@ndsu.edu or 701-231-5922.

Job Family/Code	Examples of Position/Responsibilities
212501 – Part-time Academic	Instructor of record for class including preparation, primary instruction responsibilities, grade distribution, office hours. <i>2.67 Multiplier Applies</i>
212502 – Part-time Academic	<i>DO NOT USE!</i>
*212503 – Part-time Academic	Non-teaching responsibilities i.e. clinical hours, tutoring, laboratory monitoring. <i>Count hours worked; 2.67 Multiplier Does Not Apply;</i>

*New Part-Time Academic job code.