



## FAQs: Part-Time Faculty Benefits

*Which benefits am I eligible for?*

This [Eligibility Overview Chart](#) shows which benefits are available to SAIC/AIC employees based on their position. Make sure to select the status that applies to you. Consult this [Contact List](#) if you have questions about your benefits.

*How does the number of courses taught affect adjunct faculty members' benefits-eligibility?*

- As noted on the Eligibility Overview Chart, an adjunct faculty member must teach a minimum of six credit hours (two course loads) during the academic year in order to be eligible for medical and dental benefits.
- If an adjunct faculty member is granted an unpaid leave of absence by the Dean of Faculty, either for one semester or for the entire academic year, they continue to be benefits-eligible for up to 12 months. More about part-time faculty unpaid leaves of absence can be found in the [Faculty Handbook](#), Section 5.B.2. (page 10).

*How do I pay for benefits if I have no paycheck due to an approved unpaid leave of absence?*

If you are a benefits-eligible adjunct faculty member, and you are not receiving a paycheck while you are on an approved unpaid leave of absence, you remain benefits-eligible for the duration of the 12-month term of your letter of appointment.

To request an approved unpaid leave of absence, please write to the Dean of Faculty in the spring prior to your proposed leave.

If you are not receiving pay from which to make your benefits deductions, you are able to pay the School directly for your portion of monthly benefits (the same amount that would come out of each paycheck). You may contact Charles Wolske in our Benefits department and he will provide you with payment amounts, due dates, and how to submit payment. He can be reached at [cwolske@artic.edu](mailto:cwolske@artic.edu).

More questions? Contact Faculty Employment Resources at [saic-fer@saic.edu](mailto:saic-fer@saic.edu).