

## Lane Part-Time Faculty Class Cancellation Process Article 34.8

Criteria	Timing of course cancellation		
	Greater than 2 weeks before start of term or 1 <sup>st</sup> class meeting	At or less than 2 weeks before start of term of 1 <sup>st</sup> class meeting	After start of term or 1 <sup>st</sup> class meeting
Instructor has taught course within past 2 years	<ul style="list-style-type: none"> <li>• Cancel PTSOA if completed</li> <li>• No compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel PTSOA if completed</li> <li>• Prepare PAF for hourly pay (F96XXX)</li> <li>• Up to 4 hours prep compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel PTSOA if completed</li> <li>• Prepare PAF for hourly pay (F96XXX)</li> <li>• For all class time met and up to 4 hours prep/syllabus compensation</li> </ul>
Instructor has <b><u>not</u></b> taught course within the past 2 years	<ul style="list-style-type: none"> <li>• Cancel PTSOA if completed</li> <li>• No compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel PTSOA if completed</li> <li>• Prepare PAF for hourly pay (F96XXX)</li> <li>• Up to 4 hours prep compensation</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel PTSOA if completed</li> <li>• Prepare PAF for hourly pay (F96XXX)</li> <li>• For all class time met and up to 10 hours prep/syllabus compensation</li> </ul>