**Date:**

**To:**

**From:**

**RE: Adjunct Faculty Agreement**

I am pleased to offer you an appointment as an Adjunct Instructor in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program. This appointment is effective from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_, inclusive.

You will be paid a total of $\_\_\_\_\_\_\_\_\_\_\_\_ or, if your course has an enrollment greater than 26, you will be paid at the rate of $\_\_\_\_\_\_ per student. This will be based on enrollment at the end of the third week of class.

Following receipt of this signed agreement, you will be paid in equal installments in accordance with the College's payment schedule (a copy of which may be obtained from the payroll office). All payments are made using direct deposit; so be sure you have an up-to-date direct deposit authorization form on file or make other arrangements with the payroll office.

1. Scope and conditions of employment:

* Teach the following course(s) at the times noted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Submit your class syllabus to the \_\_\_\_\_\_\_ department at least 2 weeks prior to the first day of class or within seven days of the execution of this agreement
* Maintain 2 office hours per week
* Report any discrepancies on class rosters to the Registrar within 24 hours
* Submit attendance rosters by the deadline established by the Registrar
* Submit final grades by the deadline established by the Registrar
* Regularly check your assigned email and your departmental mailbox
* Advise the Academic Dean at the earliest possibility if you are unable to teach a class
* Attend meetings as requested by the Academic Dean
* Complete annually a professional Development form and Submit documentation to support your professional development activities
* Comply with all of the College’s policies and procedures (available online at XXXX.edu/ppm)

2. This contract shall not be legally binding until it has been approved by the dean of the college.

3. Employment is subject to the contractual policies of the College as they may be amended from time to time, including those contained in the Weber State College Policy and Procedures Manual.

4. This is a non-tenure-track appointment. Appointee has no entitlement to employment by the College except as expressly provided in this contract.

5. This contract is nonrenewable and shall terminate without further notice at the end of the term of employment set forth above.

6. This contract constitutes the entire understanding between the parties with respect to Appointee=s employment at the College and supersedes any and all prior understandings or agreements, oral or written, relating hereto.

7. This contract may be modified or amended only upon mutual written agreement between the Academic Dean and the appointee and approval by the Director of the College.

8. This contract shall be governed in all respects by the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_.

**Presented by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Dean Date

**Accepted by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adjunct Faculty Date