

Adjunct/Overload Employment Agreement

School of Liberal Arts and Sciences and School of Professional Studies

Lewis-Clark State College

Name: _____ Division: _____
 We are pleased you have agreed to teach as an Adjunct Overload at Lewis-Clark State College for (check one) the Fall Spring 20 _____ semester. The details of your employment are outlined below.

- Salary:** You will be paid
- \$ _____ per credit for a fully-enrolled class.
 - \$ _____ per credit for 6-9 students (based on enrollment 7 days prior to start of semester).
 - Activity courses will be paid \$ _____ per student/per credit.
 - Applied Music courses will be paid \$ _____ per student/per credit.
 - Courses with fewer than 6 enrolled students as of _____ will be considered for cancellation.

Teaching Assignment

Course/Sec	Credits	Student Count (if needed)	Subtotal Credits x Per Credit rate or Students x Per Student Rate
Anticipated Total Salary:			

Office Hours/Meetings: All instructors are expected to hold office hours in order to meet individual student needs and may be expected to attend certain program meetings directly related to their teaching assignments. Please confer with your Division Chair for more information.

Evaluation: Student Course Evaluations and Syllabi will be reviewed by your Division Chair or designee each semester. The Division Chair or designee may conduct a Course Observation of your teaching. Adjuncts teaching 12 or more credits in an Calendar Year will receive a written evaluation.

Cancellation of this Assignment and Authority of the Idaho State Board of Education: This assignment, in full or part, is subject to cancellation by the Division Chair or Dean due to low enrollments in the assigned courses, overall low enrollments in the division, or other unforeseen circumstances. All assignments are subject to applicable policies and regulations, and approval by the Idaho State Board of Education.

Failure to Complete this Assignment(Adjuncts Only): Adjuncts who do not complete their teaching assignment (i.e., leaving/resigning before the end of classes, not completing and/or submitting grades) for reasons other than an approved medical or family emergency will forfeit up to 50% of their salary for the course/courses not completed. Adjuncts who are unable to complete a teaching assignment for an approved medical or family emergency may forfeit salary for the portion of the semester they are unable to complete.

Required Training/Professional Development(Adjuncts Only): Prior to start of the semester, complete hiring forms, tutorials and activities outlined on the Human Resources website, under Adjunct Faculty: www.lcsc.edu/hr/forms. Complete professional development for Best Practice for Online Course Design and Accessibility as assigned by Division Chair.

Post-Semester Communication(Adjuncts Only): In the event that we need to contact you in order to resolve a grade dispute or other issue, please provide an alternate email address and phone number for that purpose. If your Division Chair is unable to contact you, then he or she will resolve the issue.

Alternate Email: _____ Phone number: _____

Payment Schedule: Please review the attached Faculty (Adjunct) Payment Schedule and initial your preference, below (note that some restrictions apply):

Monthly
 2 payments
 1 Lump Sum

(* Monthly Option not available on Activity/Applied Music Courses) (** Payments less than \$750 will receive 1 Lump Sum Only)

Please list all divisions for which you are teaching this semester.

Adjunct/Faculty Signature/Date

Print Adjunct/Faculty Name

Division Chair Signature/Date

Permanent Division Chair/Supervisor (if different) Signature/Date

Dean Initials/Date

Permanent Dean/VP (if different) Signature/Date