

# Faculty Overload Employment Agreement

## Academic Affairs

### Lewis-Clark State College

Name:

Division:

We are pleased you have agreed to teach an overload at Lewis-Clark State College for (check one) the  Fall  Spring 20\_\_ semester. The details of your employment are outlined below, and conform with LC Policy 3.132, Professional Consulting and Additional Workload.

**Salary:** You will be paid:

- \$ \_\_\_\_\_ per credit for fully-enrolled classes.
- \$ \_\_\_\_\_ per credit/per student for 6-9 students (based on 10 days prior to semester start)
- Courses with fewer than 6 enrolled students as of \_\_\_\_\_, will be considered for cancellation.

#### Teaching Assignment

Course/Sec	Overload Credits	Subtotal Credits x Per Credit rate	
			Total

**Office Hours/Meetings:** All instructors are expected to hold office hours in order to meet individual student needs. Expectations beyond instruction are determined and communicated by the Division Chair.

**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.

**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.

**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 (\*\* Payments less than \$750 will receive 1 Lump Sum Only)

\_\_\_\_\_  
Faculty Signature/Date

\_\_\_\_\_  
Print Faculty Name

\_\_\_\_\_  
Division Chair Signature/Date

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

\_\_\_\_\_  
Dean Initials/Date

\_\_\_\_\_  
Dean/VP Initials/Date