

Adjunct Faculty Employment Agreement

Academic Affairs

Lewis-Clark State College

Adjunct Name:

Division:

Report To:

We are pleased you have agreed to serve as an Adjunct instructor at Lewis-Clark State College for the (check one) Fall Spring semester. The details of your employment are outlined below.

Salary: You will be paid:

- \$ per credit for a fully-enrolled class
- \$ per credit/per student for 6-9 students (based on 10 days prior to semester start)
- \$ per student/per credit for Activity (KIN) courses
- \$ per student/per credit for Applied Music courses
- Courses with fewer than 6 enrolled students as of , will be considered for cancellation.

Teaching Assignment:

Course/Sec	# of Credits	# of Students (if applicable)	Subtotal Credits x Per Credit Rate or Students x Per Student Rate
Anticipated Total Salary:			

Required Training/Professional Development: Prior to start of the semester, hiring forms, tutorials, and activities outlined on the Human Resources website must be completed. Info can be found at www.lcsc.edu/hr/forms under Adjunct Faculty. Complete the professional development module Best Practice for Online Course Design and Accessibility as assigned by your Division Chair.

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. Adjuncts teaching 12 or more credits in an Academic Year will receive a written evaluation.

Failure to Complete this Assignment: 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 50% of their salary for the course(s) 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.

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.

Post-Semester Communication: 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.

Faculty Alternate Email

Faculty Phone number

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

Monthly payments

2 payments

1 lump sum payment

*Monthly payments are not available for courses based on 10th day enrollments

**Payments less than \$750 are required to receive 1 lump sum payment only

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

Adjunct Signature/Date

Adjunct Printed Name

Division Chair Signature/Date

Dean Signature/Date

Copies: Dean (original), Division, Adjunct, Human Resource Services