

Summer Session Employment Assignment and Terms
Academic Programs, Lewis-Clark State College

Name:

We are pleased you have agreed to teach at Lewis-Clark State College for the Summer session. Details of your employment are outlined below.

Salary: Salary is determined by experience, course credits, and enrollment. Faculty will always be paid the highest salary for which they are eligible according to the table below.

- If enrollment is 10 or higher at the end of Week 1 of the Summer Session, you will be paid according to the amounts on the attached Adjunct Salary Table.
- If enrollment is less than 10 at the end of Week 1 of the Summer Session, you will be paid the following:
 - 3-4 credit course: 2,000.00
 - 1-2 credit course: 1,000.00

Teaching Assignment:

Course/Sec	CR	Salary if 10 or more enrolled	Salary if 9 or fewer enrolled	Online Premium	Per Head (leave blank unless approved)

Office Hours: All instructors are expected to hold office hours in order to meet individual student needs. 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.

Division Chair Signature

Date

Payment Schedule: Initial your preference below (note that some restrictions apply):

____ 1 lump sum payment*

____ 2 payments

*only option for 500.00 or less

Your signature below indicates that you agree to teach the course(s) listed above for the salary that is indicated for the enrollment. Courses may not be cancelled by the instructor if the higher enrollment target is not reached.

Faculty Signature

Date

Return signed document to: Division Chair

Initials

Date

Approved, Dean for Liberal Arts & Sciences or Professional Studies

Courses will be added to the Summer Schedule after this document is received in the Dean's office.