

Adjunct/Overload Employment Agreement

Lewis-Clark State College

Employee Name: _____ Division: _____

We are pleased you have agreed to teach as an _____ **Adjunct** _____ **Overload** at Lewis-Clark State College for (check one) **Fall** _____ **Spring** _____ **Summer** _____ of **20** _____ semester. **Please note that the Provost must approve any Adjunct who teaches over 6 credits per semester and any Staff who teaches over 4 credits.**

Salary: You will be paid in 2 equal payments.

- \$ 1,315.00 per credit for a fully-enrolled class.
- \$ _____ per credit for 6-9 students (based on enrollment 10 days after the start of the 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/Section	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 a 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 the start of the semester, complete hiring forms, tutorials, and activities outlined on the Human Resources website (www.lcsc.edu/hr), under New Employee Process & Forms, Adjunct Faculty. Complete professional development for Best Practices for Online Course Design and Accessibility as assigned by the 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:** _____

Adjunct/Faculty Signature/Date

Print Adjunct/Faculty Name

Division Chair Signature/Date

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

Dean Signature/Date

Permanent Dean/VP (if different) Signature/Date

Provost Signature/Date (if needed)*

*Only needed for Adjuncts who teach over 6 credits per semester and any Staff who teach over 4 credits.