Last Name, First Name

CWID #

DATE of Service:

VectorNEOCollege

**ADJUNCT/OVERLOAD FACULTY CONTRACT**

**THIS AGREEMENT made and entered into by Northeastern Oklahoma A&M College and the above.**

**The College hereby appoints the employee as a temporary Instructor and the employee hereby accepts employment upon the terms and conditions hereinafter set forth:**

**CONTRACT PERIOD: Subject to the provisions for termination as hereinafter provided, the term of this agreement noted above.**

**The College does not provide health, life, or disability insurance for temporary faculty with less than full-time status. All temporary faculty are covered by Workers Compensation Insurance and are required to pay the mandatory Social Security Taxes. Temporary Faculty who are members of OTRS must make the minimum required percentage contribution and will have the option to contribute the maximum percentage.**

**DUTIES: The employee is engaged to teach the following course(s) for the College.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Prefix Course #** | **CRN#** | **# OF STUDENTS** | **CR HR** |
|  |  |  |  |

**ADDITIONAL TERMS AND CONDITIONS:**

**This employment agreement is also subject to the following terms and conditions:**

**1. Classes will be offered only if enrollment justifies a class, which decision will rest in the sole and exclusive discretion of the college. This agreement may be canceled by the College at any time up to the end of the official add-drop period without prior notice. In such event, the College will have no obligation to make payment for time spent in preparation to teach the class. Adjunct faculty will be paid on a pro rata basis for services rendered in meeting all scheduled class hours at the applicable rate of pay per hour up to date of cancellation.**

**2. The adjunct faculty member is required to adhere to all policy statements of the College applicable to members of the faculty. Violation of any of such policy statements will constitute grounds to cancel this agreement. Further, non-fulfillment of duties may also be considered as a cause for cancellation of this agreement by the College. In the event of cancellation, the adjunct faculty member shall not have the right of appeal provided to permanent faculty employees.**

**3. Instructors are responsible for meeting each scheduled class on time. Arrangement and compensation for all substitute instructors remains the responsibility of the absent instructor.**

**4. A written syllabus and course outline must be filed in the office of the instructor’s Department Chair prior to the beginning of class.**

**5. Instructors are required to maintain attendance records of all students. Students should be notified by the Academic Warning System when their academic standing is jeopardized.**

**6. The maximum Adjunct teaching load is (9) credit hours or the equivalent contact hours.**

**COMPENSATION: $**

**For all services rendered by the employee under this agreement, the college shall pay the temporary faculty at the end of the month.**

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**Adjunct Faculty Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approval Recommended, Department Chair Date**