

Adjunct Faculty Contract

Name: _____ S#: _____ Date of employment: _____

THIS AGREEMENT is made and entered into by Southern West Virginia Community and Technical College (the College) and the above. Each appointment is expressly contingent upon the completion of each of the following requirements: submittal of current resume/vita and original transcripts, the verification of your identity and authorization to work in the United States, as required on the Federal Form I-9, and the submission and receipt of any other information or documentation requested by Southern. 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 through payroll deduction.

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

COURSE NUMBER	COURSE NAME	DAY	TIME	CREDIT HRS.

ADDITIONAL TERMS AND CONDITIONS:

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

- 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. If there is sufficient enrollment for the course, and if the course is not required to satisfy the teaching load for a full-time faculty member, the contract is a one-semester teaching assignment, with no express or implied future assignments.
- The adjunct faculty member is required to adhere to all policy statements of the College applicable to members of the faculty. Faculty are required to communicate with students and conduct all institutional business with the assigned Southern email. 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.
- Instructors are responsible for meeting each scheduled class on time. It is further understood that, in the event a faculty member must be absent from duty, he/she is responsible for arranging for a qualified substitute who is approved by the dean. If an emergency situation occurs and the instructor is unable to complete the course, another instructor will be hired and the salary prorated accordingly.
- A written syllabus and course outline must be filed with the administrative assistant in the office of the instructor's school prior to the beginning of class. The syllabus must include required departmental and institutional components/policies, meet/follow course outcomes, use required course components as determined by the school/program, use appropriate assessments and provide assessment data as required.
- At the end of each semester, all materials must be returned and final grades submitted online. Failure to do so may jeopardize future contracts with Southern.
- The maximum Adjunct teaching load is (9) credit hours or the equivalent contact hours. All payroll and personnel documentation must be kept up to date. Review the attached documents to make sure Southern has current information on file. If not, submit the updated information with this contract.
- This contract must be received within (10) business days or is considered null and void.

COMPENSATION: The payment amount for a contact is subject to the following pay schedule. The enrollment count will be taken after the official add-drop period. A notification will be sent to your Southern email with final compensation after the add-drop.

Enrollment	1	2	3	4	5	6	7	8-25	26+
Pay per credit hour	\$100	\$150	\$200	\$250	\$300	\$350	\$400	\$450	\$500

Adjunct Faculty Date

Dean Date

Chief Academic Officer Date