OFFICE OF ACADEMIC VICE PRESIDENT
FORDHAM UNIVERSITY

ADJUNCT INSTRUCTIONAL STAFF CONTRACT FOR:

UNDERGRADUATE DAY	UNDERGRADUATE EVENING/WEEKEND	GRADUATE
❑ FCRH ❑ CBA ❑ FCLC	❑ FCLS@RH ❑ FCLS@LC ❑ FCLS@TT	❑ GSAS ❑ GBA ❑ GED
❑ Marymount		❑ GRE ❑ GSS ❑ LAW

Fordham University hereby appoints _____ to the Adjunct Instructional Staff

of the University, at the rank of _____ assigned to instruct the following course(s):

Course Number	Course Title	Credits	Salary	FRS Budget

(Subject to the following conditions and the Final Approval by Dean and AVPAA)

Department/Area _____

Term(Semester/Year) ❑ Fall ____ ❑ Spring _____ ❑ Summer ____ ❑ Other _____

ADJUNCT INSTRUCTIONAL STAFF MAY TEACH A MAXIMUM OF TWO COURSES (OR EQUIVALENT) IN A TERM. An adjunct appointment does not ensure an assignment to a course or courses. Assignments are contingent upon the needs of the program and sufficient enrollment.

I hereby accept this appointment as a member of the Adjunct Instructional Staff of Fordham University on the terms specified above. I also agree that this appointment shall be governed by the Fordham University Statutes and I agree to fulfill my duties and responsibilities during the period of appointment. I further understand that this contract may be cancelled by the academic unit as a result of rescheduling.

Signature **Social Security #** **Date**

Highest Degree Attained: _____ **(for Institutional Research purposes)**

Return this contract to your Academic Unit. The contract will become valid when it has been signed by the Associate Vice President for Academic Affairs. An executed copy is available from your Academic Unit.

Salary checks are issued when the Adjunct Instructional Staff Member's file is complete. A complete file includes an Adjunct Instructional Staff Application with vita, payroll sheet, W-4 and I-9 (Employment Eligibility Verification) forms and signed contract. Provided that all necessary materials are received by Academic Affairs before the first payroll deadline, checks will be issued in **six payments on a bi-weekly schedule** beginning in late September (for the Fall Semester) and in February (for the Spring Semester). If all necessary material is not received by the first payroll deadline, you will receive your first payment on the next available pay date inclusive of a retroactive payment for the payroll period(s) missed.

Comments

Chair **Date**

Dean or Adjunct Coordinator **Date**

Associate Vice President for Academic Affairs **Date**