

Sample content for adjunct contract letter

Highlighted area applies only to adjuncts paid using the Continuing Education pay model and the example is for a 3-credit hour course.

The list under Item 1, scope and conditions of employment, gives examples and should be customized based on college/department requirements.

I am pleased to offer you an appointment as an Adjunct Instructor in the Department of _____ for _____ semester _____. This appointment is effective from _____ to _____, inclusive. **You will be paid a total of \$2,700; or, if your course has an enrollment greater than 25, you will be paid at the rate of \$105 per student. This will be based on enrollment at the end of the third week of class.** Following receipt of this signed agreement, you will be paid in equal installments in accordance with the University's payment schedule (a copy of which may be obtained from the payroll office). All payments are made using direct deposit; so be sure you have an up-to-date direct deposit authorization form on file or make other arrangements with the payroll office.

1. Scope and conditions of employment:

- Teach the following course(s) at the times noted: _____
- Submit your class syllabus to the _____ department at least 2 weeks prior to the first day of class or within seven days of the execution of this agreement
- Maintain 2 office hours per week
- Submit final grades by the deadline established by the Registrar for each semester
- Regularly check your WSU email and your departmental mailbox
- Advise the Department Chair at the earliest possibility if you are unable to teach a class
- Attend meetings as requested by the Department Chair
- Comply with all of the University's policies and procedures (available online at weber.edu/ppm)

2. This contract shall not be legally binding until it has been approved by the dean of the college.

3. Employment is subject to the contractual policies of the University as they may be amended from time to time, including those contained in the Weber State University Policy and Procedures Manual.

4. This is a non tenure-track appointment. Appointee has no entitlement to employment by the University except as expressly provided in this contract.

5. This contract is nonrenewable and shall terminate without further notice at the end of the term of employment set forth above.

6. This contract constitutes the entire understanding between the parties with respect to Appointee's employment at the University and supersedes any and all prior understandings or agreements, oral or written, relating hereto.

7. This contract may be modified or amended only upon mutual written agreement between the department chair and the appointee and approval by the dean of the college.

8. This contract shall be governed in all respects by the laws of the State of Utah.