

☐ Instructional Faculty:	Tracking #
☐ Adult Education Instructor:	Tracking #
☐ Continuing Ed Instructor:	Tracking #

Oconee Fall Line Technical College

Adjunct Instructor Memo of Agreement

Department:				Н	lome	:				Campus			
				В	ase:					Location:			
Instructor Name:				Р	hone	e:				Semester	/		
										Month:			
Supervisor:				Т	otal (Com	pensation:						
Hourly Rate of Pay	1)		Maximum	1)			Mon	thly P	ayments	1)		
Per Course:	2)		Contact	2)						2)		
	3)		Hours Per	3)						3)		
	4)		Course:	4)						4)		
Course Information		Course 1		Cou	se 2			Cour	se 3		Cou	rse 4	
Date Course Begins:													
Date Course Ends:													
Course Name:													
Days/Times Class Mee	ets:												
Special Conditions:													
The total agreement amount includes compensation for preparation time and administrative responsibilities such as grade reporting and													

record keeping.

Oconee Fall Line Technical College will:

- Provide an effective learning environment and appropriate equipment
- Provide required materials/syllabus/lesson plan for each course taught
- Provide overall classroom/instructional evaluation
- Provide recordkeeping as required for appropriate student transcripts
- Provide opportunities to complete orientation and required staff development activities

Instructor will:

- Understand that employment is contingent upon sufficient student enrollment.
- Notify OFTC and his/her students in the event they will not be able to meet a class as scheduled.
- Provide OFTC with official transcripts and applicable license(s)/certificate(s)
- Provide professional instruction based on an approved course syllabus
- Provide individual academic assistance to students
- Maintain class attendance, evaluation records, and required classroom instructional hours
- Ensure that desired course outcomes meet the stated objectives
- Provide student safety orientation and, as applicable, direction on the use of protective devices and equipment
- Follow State Board of Technical and Adult Education and OFTC policies and procedures
- Participate in required orientation and required/approved staff development activities
- Represent Oconee Fall Line Technical College in a professional manner
- Promptly inform Dean for Academic Affairs/supervisor of problems or concerns that may arise
- Prepare and submit student course grades by the established deadline

If applicable, accurate time sheets must be filed and submitted promptly by the 15th of each month. Time sheets submitted after the due date will be held for the following month's pay delivery. OFTC may reduce the agreement amount for absences by the employee. In the event you leave employment with OFTC during the academic quarter, the total compensation referenced in this agreement will be prorated based on the actual hours worked. Payment of memo of agreements will be delivered consistent with the College's established monthly payroll cycles provided a signed memo of agreement has been received by Human Resources. Pay delivery as referenced in this agreement will not be accomplished in the absence of a signed memo of agreement.

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System of Georgia. You should notify the Director the State of Georgia.	r for Human Resource	es if you currently work or plan to work for another Techn	ical College or agency o
Your signature in the block below reflects	your agreement w	ith the terms and conditions outlined above.	
Instructor	Date	Dean/Supervisor	Date
Vice President for Department/Provost	Date	Vice President for Administration	Date

I understand and accept the conditions of temporary employment as outlined. I understand that as an employee I am required to contribute to the Georgia Defined Contribution Plan (GDCP) unless I have documented that I am currently participating in or have retired from the Teachers' Retirement System of Georgia (TRS) or Employees' Retirement System of Georgia (ERS). I also understand that it is my responsibility to notify and provide documentation to OFTC if I am currently participating in or have retired from the Teachers' Retirement System of Georgia or the Employees' Retirement

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