

SAMPLE CONTRACT – FACULTY EMPLOYMENT

I am pleased to notify you of your appointment as instructor for the _____ Study Center of the University of California. It is my understanding that the following arrangements will be in effect during the _____ session, 20____, in _____, _____
(Fall, Winter, Spring, Summer) (City) (Country)

1. _____ agrees to provide _____ hours of instruction during the
(Name) (Number)
period _____, 20____, to _____, 20____. Said course shall be
(Date) (Date)
entitled _____.

2. The University of California agrees to pay _____ at the
(Name)
rate of _____ (_____) per hour, or a total sum
(Local currency in words) (Local currency in numbers)
of _____ (_____) during the period hereinabove
stated. Such payment shall be made by the director of the _____ Study Center
in _____ installments to be paid on the following date(s): _____, 20____
(Number)
(\$ _____); and _____, 20____ (\$ _____). It is understood that
said payment hereinabove specified includes compensation for administration and prompt correction of
all examination and term papers.

3. It is understood that any course including fewer than five (5) fully enrolled students will be cancelled.

My signature on this letter constitutes the acceptance of the University of California of the provisions hereinabove stated. If you agree, please date and sign the enclosed copies and return two fully executed copies to Professor _____, Director of the _____ Study Center.

Sincerely yours,

John A. Marcum
Director

(Signature)

(Date)