**LETTER OF APPONTMENT
FOR ADJUNCT FACULTY**

**NAme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BANNER ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (P.O. Box, Street or rrt) (city, state and ziP code)**

**telephone Number(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ degree(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 

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**Per Adjunct Collective Bargaining Agreement, page 33, Article 26, a prorated scale may apply depending on enrollment. The final enrollment will be determined on the 2nd Monday of classes for 16-week courses. For shorter courses, the 1st Thursday of courses will determine the final enrollment. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Appointee must initial)**

**\*FULL-TIME STAFF ONLY: I understand courses listed above must be taught during non-duty hours only and will not conflict or interfere with my full time staff responsibilities. Written approval from my immediate supervisor to teach the listed courses must accompany each Letter of Appointment prior to processing. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(appointee must Initial)**

**account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total amount compensated: $\_\_\_\_\_\_\_**

**Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ end date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Print Name Date

CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Print Name DAte

PROVOST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Print Name Date

**Acknowledgment of Commitments for Adjunct Faculty**

(to be attached to LOA (letter of appointment)

**Please initialize** the following statements **(do not check mark):**

\_\_\_\_ I will provide a syllabus to all students on the first day of classes.

\_\_\_\_ I will provide an electronic copy of the syllabus to my supervisor the first day of classes for each of my classes.

\_\_\_\_ (If applicable) I will not change the official textbook that was assigned to the course.

\_\_\_\_ I will submit midterm and final grades for all my students by the deadline date. NNMC may hold final paycheck if not submitted on time.

\_\_\_\_ I will use my college email account for all communications with students and for college communications.

\_\_\_\_ I will follow my departmental guidelines for the implementation of student evaluations.

\_\_\_\_ I will not make any changes to the approved class schedule (days or time) without the written approval of my supervisor and the registrar.

\_\_\_\_ I will meet with my classes from the start time to the finish time.

\_\_\_\_ I will follow the chain of command for all academic processes.

\_\_\_\_ I will contact my supervisor and/or the administrative assistant if I will not be able to meet for class.

\_\_\_\_ I will not change my class to another classroom without proper permission.

\_\_\_\_ In the case that I give a final assessment, I will adhere to the final exam schedule as posted in the schedule of classes. In case there is a final exam, it will be given only during final exam week and not during the last week of classes.

\_\_\_\_ I will follow all faculty duties described in the faculty handbook.

\_\_\_\_ If my course is hybrid or fully online, I will activate it the day before classes start.

***Revised 12/2019***