



INSTRUCTIONAL CONTRACT/APPOINTMENT

Terms and Conditions

- 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 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 collective bargaining agreement.
- If my course is hybrid or fully online, I will activate it the day before classes start.