



Contract Teaching Agreement

General Information

Instructor Name: _____ ID#: _____ SSN: _____
 Email Address: _____ Degree Earned: _____
 Address (Street, City/State/Zip): _____
 Cell Phone: _____ Secondary Phone: _____
 Employer: _____ Current Position: _____
 Biweekly Payments One Payment at the End of Contract

Department Information

Class Starts on: _____ and ends on: _____

<u>Course #</u>	<u>Section</u>	<u>Course Title</u>	<u>Credit Units</u>	<u>Load Units</u>	<u>Time</u>	<u>Days</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Comments or special arrangements:

Wage Information

Rate per Unit: _____ Faculty Adjunct Level: _____ Step: _____
 Total Amount: _____
 Account Number: _____ - _____ - _____ % _____ _____ _____
FUND ORG ACCT # Percentage Department Effective Date
 Account Number: _____ - _____ - _____ % _____ _____ _____
FUND ORG ACCT # Percentage Department Effective Date

Terms of Agreement

1. Policies and procedures as described in section II of the La Sierra University Faculty Handbook, and as mentioned or amended by subsequent revisions thereof, are expressly incorporated and made a part of the terms of this agreement. Where said policies and procedures are in conflict with the express terms of this agreement, the terms of this agreement shall control.
2. By signing below, the contract teacher affirms enthusiastic support for the mission of La Sierra University and intends to demonstrate this support in teaching and mentoring.
3. Payments will be made biweekly beginning with the payroll period following receipt by the Human Resources Office of the approved contract. **NO PAYMENT WILL BE MADE PRIOR TO ENROLLMENT VERIFICATION.**
4. It is understood and agreed that the contract teacher is entitled to no benefits other than the cash amount designated above.
5. Course grades are due at 2:00p.m. on the Tuesday following final examination week. The final pay check may be held until the grades are turned in at the registrar's office.
6. This contract may be cancelled by the university if the class or activity described herein does not fill (acceptable class size will be determined by the university) or if it can be taught by a full-time faculty member whose classes do not fill.
7. For terms pertaining to online teaching, see comment box above.

Signatures

 Date Department Chair Signature Date Dean of School Signature Date Contract Teacher Signature

Rates are not final until the agreement is signed by the Dean of the School.

HR ONLY

Position: _____ - 00, 01 Code: _____ Employee Class: _____ Processed by: _____
 FTE: _____ Appt. %: _____ Hrs. per Day: _____ Hrs. per Pay Period: _____ # of Payments: _____
 Amount of each payment: \$ _____
 Start Date: _____ Payroll Begin Date: _____ Terminate after Payroll of: _____
 Hourly Rate Primary/Secondary PDAEDN B H P