

JACKSONVILLE UNIVERSITY

FACULTY OVERLOAD
ADJUNCT FACULTY AGREEMENT TO HIRE

TITLE: _____

Name of faculty member _____ Department _____

This agreement is to cover the instruction of:

CourseID/ Section#	Sync #	Semester Hours		Total Pay

Course Location:

Services will be rendered between _____ and _____
(date) (date)

* Adjunct Clause: All necessary documentation has been requested from academic institutions granting the degrees and proofs of those requests have been sent to Academic Affairs. The adjunct understands and acknowledges ~~that~~ they will not be paid until all original transcripts are on file in the Office of Academic Affairs ~~if~~ the adjunct has not taught at JU for more than twelve months, their email will be deactivated and all new documentation will be needed to hire.

These services also require the filing of final grade reports in the Office of Registrar at the end of each term

It is understood that this agreement is contingent on the special needs of Jacksonville University which may be influenced by student enrollment patterns. Hence, this agreement may be canceled at any time by Jacksonville University.

Faculty

Division Chair

Dean

Date

Date

Date

JACKSONVILLE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER