

JACKSONVILLE UNIVERSITY

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FACULTY OVERLOAD

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ADJUNCT FACULTY AGREEMENT TO HIRE

TITLE: _____

Name of faculty member: _____ Department: _____

This agreement is to cover the instruction of:

Course ID/ Section#	Sync #	Semester Hours	Session/Term (i.e. 18FAZ)	Total Pay

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

Payout date for Half Term Courses: _____

Payout dates for Full Term Courses: _____ , _____ and : _____

***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 re-hire.

These services also require the filing of final grade reports in the Office of the Registrar at the end of each term. Signing this contract, the faculty acknowledges and agrees to abide by the policies outlined in the Jacksonville University Online Teaching Handbook.

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