

Oglala Lakota College
ADJUNCT FACULTY CONTRACT

This contract confirms the condition of your employment as a part-time instructor for the					Semester.
Dates of Employment:	From:		To:		
Course Title & Number:					
Center:		Day:		Time:	Credit hours:

Duties:

1. Submit attendance after each class using Jenzabar per class (i.e., 15x3=45 contact hours).
2. Complete midterm grades on Jenzabar and submit copy to District Director.
3. Complete final grades using Jenzabar and submit signed copy to Registrar (Piya Wiconi) by specified deadline
4. Clarify discrepancies between Instructor and Registrar records.
5. Incomplete contracts should be submitted to Registrar’s Office with Final Grades
6. Submit all required department and course level assessments to the department chair when grades are due.
7. Attend meetings, professional development trainings, and orientations for Adjunct instructors as requested.
8. Notify Department Chair, Center Director’s and students of any class cancellations or rescheduled courses
9. Submit mileage in timely manner.
10. Submit signed contract by the end of the first week of classes.
11. Promote Student Success.

Information:

1. This contract is contingent on approval by the VP for Instruction in accordance with established policy, including felony exclusion.
2. This contract is contingent on sufficient enrollment and the unavailability of a full time instructor.
3. Adjunct Faculty traveling from *home to the site of instruction*, for the purpose of instructing a class, ***will be paid mileage for the entire round trip***. In the instance the adjunct faculty travels from their work site, the adjunct faculty will be paid for the additional mileage beyond their work commute.
4. Mileage accrued during the fall semester for August and September must be submitted by the end of the fiscal year (September 30). This will result in loss of mileage. Mileage for Adjuncts in Rapid City will not be paid if they live within the RC municipality.
5. Adjunct instructors are expected to be available to students one hour outside of class time for every three hours of instruction.
6. Adjunct instructors are expected to follow departmental assessment plan, submit all required assessment data to the Department Chairs.

Agreement:

1. I accept academic direction from appropriate instructional division staff and non-academic direction from Center Staff where my class is held.
2. The Employer has established a mandatory random drug testing program, and by signing this employment contract, the employee is subject to the conditions of the substance abuse policy as set forth and prescribed in the attached Oglala Lakota College Substance Abuse Policy. #62-120. A fully executed employment contract requires the employee sign the acknowledgement page of the Substance Abuse Policy and the Employee Contract #61-350
3. I agree to be evaluated by students in my class and appropriate staff.
4. I agree to submit my attendance weekly via Jenzabar.
5. I will make up any classes missed due to inclement weather, holidays or illness at a time agreeable to students and centers. All classes will be made up before makeup week.
6. I will notify academic department chairs of any missed and made up classes.
7. I agree that excessive absences or unprofessional conduct as determined by the Vice President of Instruction are grounds for immediate termination of this agreement.
8. I agree to turn in course level assessment such as course level data, artifacts or as required by the academic department, along with grades before or on the required deadline date.
9. I agree that all departmental assessment processes are followed and that data is valid.
10. I understand that I will not receive my payment until grades and departmental assessment requirements are turned in.
11. This agreement is predicated upon the College having sufficient enrollment to warrant holding a class in the course(s) indicated above. In addition, any adjunct instructor may be replaced by a full time faculty member in the event the full time faculty member needs the course to fulfill academic load requirements. All appointments are made subject to the provisions of the Administrative Rules and OLC Policies as approved by the Board of Trustees, and final assignment of instructional duties by the Vice President of Instruction.

Adjunct/Faculty Signature		Date	Authorized OLC Signature		Date
Name (Type or Print):					
SSN:					
Address:					
Phone			Cell Phone:		
Email:					

VP Office Use Only:

Approved Instructor: _____ Yes _____ No _____
 Administrative Assistant to VP for Instruction

Account #: _____

(Contract not valid until signed by VP Office)			Vice President for Instruction		
Non-Associate BS/BA:	\$481.33 x _____	Associate BS/BA:	\$515.33 x _____	8 years or more BS/BA:	\$549.33 x _____
Masters:	\$515.33 x _____	Masters:	\$583.33 x _____	Masters:	\$621.33 x _____
Ph.D.:	\$549.33 x _____	Ph.D.:	\$621.33 x _____	Ph.D.:	\$651.33 x _____
Graduate Course:	\$783.33 x _____				

A signed W-4 and I-9 form must be on file or attached before this contract is valid. New Form 1/17/14