Oglala Lakota College
FACULTY CONTRACT FOR GRADUATION REQUIREMENT COURSES

This confirms the agreement of your appointment as faculty teaching an Graduation Requirement course on for the _____semester.
Dates: From_____ to_____
Course Title & Number(s) _____ Credit Hours_____

Independent Study Course	Total Credit Hours	Remuneration
:	Cr.Hrs.:_____ X $100.00	
	Cr.Hrs.:_____ X $100.00	
	Total Remuneration :	
Students:		

Duties:

1. Attend a session of orientation with the appropriate department chair before being assigned an Graduation Requirement Course.
2. Provide centers with contact information when instructor is scheduled to meet with the student(s).
3. Provide centers with directions on preferred method of receiving homework from Graduation Requirement student(s).
4. Record attendance schedule and verify student progress with centers at least four times during the semester.
5. Distribute course materials at least one week before meeting with student(s) so the center has time to photocopy and distribute if necessary.
6. Notify the centers when student(s) contact is scheduled at least one week in advance.

Agreement:

1. I accept academic direction from appropriate instructional division staff and non-academic advice from staff where the student(s) enrolled.
2. I agree to be evaluated by student(s) and appropriate staff.
3. I will make up any appointment missed due to inclement weather, holidays or illness at a time agreeable to the student(s).
4. I agree that failure to maintain monitoring schedule or unprofessional conduct as determined by the Vice President of Instruction are grounds for immediate termination of this agreement.

_____ _____
Faculty Signature Date Dept. Chair Signature Date

Name:_____ Phone:_____ SSN:_____

Address:_____

Approved Instructor: YES NO _____
Administrative Assistant to VP for Instruction

(Contract not Valid until signed by VP office) _____
Vice President for Instruction