

SVSU Adjunct Faculty Contract
TERMS AND CONDITIONS
2018-2019

You have been recommended to the Vice President for Academic Affairs to be hired as an Adjunct Faculty member at SVSU for the Academic Year 2018-2019 (Fall, Winter, Spring and Summer semesters). As such you may be offered, but are not guaranteed, a course assignment during the Academic Year. In the event you are assigned a course you will receive an e-mail directing you to Cardinal Direct to review and accept or decline a proposed course assignment(s).

Please be advised that if you are offered a course assignment, this assignment may be canceled if there is insufficient enrollment in the class, if it becomes necessary to staff the class with a full-time faculty member or if other circumstances warrant cancellation. In the event that your assignment is canceled, you will be compensated \$75.00.

Adjunct faculty need to abide as follows:

- You must maintain one scheduled office hour for every three hours of instruction in order to be available for student consultations.
- You must submit one copy of your course syllabus to your Department Chair and your Dean by the third week of the semester. If there is a common syllabus for your course, check with your Department Chair for expectations.
- Certain courses have certain assessment requirements. It is your responsibility to discuss with your department chair whether the course you are assigned to teach has assessment requirements. If your course does have assessment requirements, you are responsible for carrying these requirements out in the manner prescribed by your department.
- In the event a regularly scheduled class needs to be canceled, because no substitute is available or time is too short, you must contact the Office of Adjunct Faculty Support Programs (989-964-4050) or RECMacomb (586-749-0067), depending on your class location, so that a sign can be placed on your classroom door communicating that your class has been canceled.
- All Canvas sections have been loaded into EvaluationKIT. Meaning that course evaluations will now be completed on your Canvas site. Course evaluations must be administered to every class taught prior to the end of the semester. All adjunct faculty are required to select a class period to administer these evaluations. If your students do not have access to a smart phone, tablet, or computer, you may check out some tablets from the Adjunct Faculty Support office in SE201. For more information on this go to: <http://www.svsu.edu/canvashelp>

The adjunct faculty benefits and pay scale can be found in our Handbook. You can access that on this site: <http://www.svsu.edu/adjunctfaculty/adjunctfacultytoolkit/gettingstarted/>

Please note that Fall classes begin on August 27th, Winter classes on January 14th, Spring classes on May 13th, and Summer classes on July 1st.

Employment is contingent on the successful completion of a background check. A-Check Global is the service contracted by SVSU to complete background checks on new employees. If you are a new employee you will receive an e-mail from A-Check Global asking for information to complete this process. Please respond to their e-mail request.

Further information about Adjunct Faculty support can be found at <http://www.svsu.edu/adjunctfaculty> or by calling, 989-964-4050 or visiting Science East 201.

Should you have any questions regarding these Terms and Conditions please contact your dean's office.