

Name \_\_\_\_\_

SSU ID# \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

**RATE PER CONTACT HOUR (Degree or Equivalent )**
**Account Number(s)**
**Percentage**  
 (Must total 100%)

All Transcripts Received \_\_\_\_\_ %

Bachelor    Master    Doctorate    Terminal    Other \_\_\_\_\_ %

Other Explain \_\_\_\_\_ %

 Other Position Held at SSU?    Yes    No    Unknown \_\_\_\_\_ %

If yes, Position/Department? \_\_\_\_\_

**Total** \_\_\_\_\_ %

Description of Services\*: \_\_\_\_\_

 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*A complete listing of responsibilities shall be described in a position description provided by the Supervisor and/or assigned by the Supervisor. This contract may include benefits. Benefit eligibility is based on hours worked.

Course No. & Section	Credit Hours	Day	Work Hours	Rate	Hours	Compensation
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
<b>Adjunct Academy Compensation \$100/credit hour</b>						\$ _____
<b>TOTAL COMPENSATION</b>						<b>\$ _____</b>

This contract incorporates compensation for services rendered during the \_\_\_\_\_ or during the period from \_\_\_\_\_ to \_\_\_\_\_.

Remuneration has been computed according to the policies and procedures of Shawnee State University. If you find there is any discrepancy in this contract, please contact your immediate supervisor.

The contracted employee agrees to abide by all federal and state laws and university policies. A comprehensive list of policies can be found on the SSU website at: [www.shawnee.edu/leadership/policies](http://www.shawnee.edu/leadership/policies). The contracted employee must complete required employment paperwork in the Human Resources Office and may be required to successfully pass a criminal background check prior to beginning employment. If the position requires driving students or if driving is an essential component of the position, the contracted employee must possess a valid driver's license and proof of insurance (as required by law) throughout the term of the contract and must successfully pass a Motor Vehicle Record review prior to employment. As a condition of employment, the contracted employee is expected to complete on-line ADA training provided by SSU this session/semester. If the contracted employee fails to complete this training, he/she will not be eligible for future employment in this or any other instructional position at SSU. Workloads must comply with requirements established in the SSU/SEA Collective Bargaining Agreement and the Workload Equivalency Rubric/Guidelines under the Affordable Care Act. This contract may be terminated at any time by the University due to a failure to adequately perform the contracted services. The contract may also be terminated immediately if the University no longer requires the contracted services due to lack of work, lack of funds, job action, or similar situation. Final pay for part-time faculty is contingent upon submission of grades.

**Please sign and return to the appropriate Hiring Manager or Department within 10 days. Retain a copy for your files.**

Initiator (Please print name of individual completing form) \_\_\_\_\_ Date \_\_\_\_\_

Program Director/Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

Vice President (Only required if in excess of \$1,000.00) \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_