

TIDEWATER COMMUNITY COLLEGE
TEMPORARY PART-TIME FACULTY APPOINTMENT AGREEMENT

Date

Full Name of Appointee

Social Security Number

It is my intention to propose to the President your appointment in the position of lecturer on the campus of for the period of to Salary is based on your approved work load credits to be taught at the approved rate. The total amount will be payable according to the schedule on file in the Administrative Payroll Office and upon completion of all responsibilities to the College. All required credentials must be on file in the College Human Resources Office before the paycheck can be released. This agreement is tentative until registration is completed and requirements for temporary part-time faculty are determined. the College reserves the right to cancel any class prior to the time that the class next meets following the drop/add sessions in which the class begins. The College also reserves the right to substitute a full-time faculty member before the class next meets following the drop/add session in which the class begins. There are no provisions for payment of partial services in the event the class is cancelled or transferred to a full-time faculty member unless specifically stated in the Special Conditions Section of this agreement.

Acceptance of this appointment agreement includes acceptance of the general conditions of employment set forth in (a) the Policy Manual of the Virginia Community College and (b) Faculty Handbook and catalog/class schedules of Tidewater Community College and (c) attendance at an Orientation Meeting.

This appointment terminates upon completion of course(s) work responsibilities as determined by the College. Under no circumstances does this appointment agreement carry with it a guarantee of future employment by Tidewater Community College.

Temporary part-time faculty members are excluded from using the Procedure for Non-reappointment of College Personnel Holding Faculty Rank and the Procedure for Dismissal of College Personnel Holding Faculty Rank. Moreover, inadequate or unsatisfactory performance of duties, insubordination or misconduct are grounds for immediate removal.

SPECIAL CONDITIONS:

If the terms of this appointment are acceptable to you, please sign, date and return original and copy of this proposal to the division office. You will NOT be placed on the payroll until the signed contract has been returned to the division office.

Table with 6 columns: TITLE OF COURSE, FRS CODE, LECTURE HOURS, LAB HOURS, ADDITIONAL\* CREDIT HOURS, TOTAL CREDIT HOURS

\*Only a single 0.5 credit hour for travel per semester is allowed college wide for a regular session class. Your contract is subject to revisions, should this appear on more than one contract.
\*\*Maximum of 11.5 credit for Fall or Spring and 7.5 credit hours for Summer College wide. Any credit hours exceeding these amounts must have prior approval from the Vice President for Academic and Student Affairs.

X =
Rate per credit hour Credit Hours Total Gross Salary
Academic Dean Provost
Date Proposed Appointee
Paid on Voucher Number: Check Date: