**PART-TIME NON-TENURE TRACK &** **OVERLOAD FACULTY CONTRACT**

THIS AGREEMENT, made on this  day of , 20     , by and between SALISBURY UNIVERSITY (“UNIVERSITY”) AND Name of Faculty Member (hereinafter called “TEMPORARY FACULTY MEMBER”), with Employee ID: Emplid. This appointment is governed by the University System of Maryland Board of Regents (“USM BOR”) Policy on the Employment of Temporary Faculty (USM BOR Policy II-1.06).

**1. Appointment and Position**

The UNIVERSITY does hereby appoint the TEMPORARY FACULTY MEMBER as Rank (e.g. ASST. PROF, LECTURER, ETC.) of Discipline to teach for the UNIVERSITY from       to       (the contract termination date). The TEMPORARY FACULTY MEMBER must be available to resolve any classroom-related issues resulting during this contract period. At the conclusion of the semester, a performance evaluation will be conducted per the guidelines of USM BOR Policy II-1.20 (see Faculty Handbook, Chapter 2).

Department Code **OR** Source of Funds:

**2. General Conditions**

The teaching assignment is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEPARTMENT CODE, COURSE NO., SECTION NO.,**  **COURSE TITLE** | **CHECK ONE FOR EACH COURSE** | **NUMBER OF**  **HOURS** | **MAXIMUM $ AMOUNT PAID PER COURSE** | **NUMBER OF STUDENTS IN EACH COURSE** |
|  | CREDIT HOURS  CONTACT HOURS |  |  |  |
|  | CREDIT HOURS  CONTACT HOURS |  |  |  |
|  | CREDIT HOURS  CONTACT HOURS |  |  |  |

Number of students in each course reflects the course capacity. Course capacities may be adjusted based on student demand and space available.

The maximum total salary is $     . Payment options are as follows: (*You must choose one*)

One lump sum (to be paid at the end of the contract period)

Bi-weekly payments (to be paid throughout the contract period. Payment will begin no sooner than the first payroll date after Drop/Add)

**3. Special Conditions**

Generally, a minimum of ten (10) undergraduate, eight (8) masters or five (5) doctoral students, paying the full tuition and other charges, must be enrolled in each course listed above. In the case of clinical classes in NURS or HSCI, a minimum of eight (8) students is required. If the minimum number of students is not met, this contract shall be null and void, unless a special exception is granted by the Office of the Provost. Pursuant to USM BOR Policy II-1.07(VII)(A)(3), if the UNIVERSITY cancels a fall or spring semester class to which a TEMPORARY FACULTY MEMBER has been assigned less than thirty (30) days before the class start date, and the UNIVERSITY has been unable to offer the TEMPORARY FACULTY MEMBER reassignment to a comparable class, the TEMPORARY FACULTY MEMBER shall be compensated 10% of the contracted amount for that class, as specified above.

The appointment under this contract shall automatically terminate on the termination date specified above.

The TEMPORARY FACULTY MEMBER is subject to dismissal for cause prior to the termination date as provided by UMS BOR policy and by law.

**4.**  **Dual/Multiple Employment**

The TEMPORARY FACULTY MEMBER shall notify the UNIVERSITY of dual/multiple employment. Hereafter, if the dual/multiple employment status changes, the TEMPORARY FACULTY MEMBER shall immediately notify the UNIVERSITY.

The TEMPORARY FACULTY MEMBER shall check all boxes that apply and complete the corresponding sections of the chart.

|  |  |  |  |
| --- | --- | --- | --- |
| **Place “X” as applicable** | **Dual/Multiple Employment Status** | **Name of Dual/Multiple Department(s), Institution(s) or Agency(ies)** | **Number of hours worked per week associated with dual/multiple employment** |
|  | No Dual/Multiple Employment as of today’s date |  |  |
|  | Dual employment within the University |  |  |
|  | Multiple employment with another USM Institution (s) |  |  |
|  | Multiple employment with another State Agency(ies) |  |  |
| My initials confirm that all information I have provided regarding dual/multiple employment is true and accurate. \_\_\_\_\_\_\_ | | | |

**This above Agreement is NOT in effect until ALL signature lines are executed.**

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Faculty Member Date

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

Department Chair Date

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

Dean Date

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FOR ADMINSTRATIVE USE ONLY—NOT PART OF THE CONTRACT

Regular employment status (circle one): Full-Time Tenured, Full-Time Tenure Track, Full-time Non-Tenure Track, Part-Time Non-Tenure Track

Courses Taught this semester Credit Hours Contact Hours Number of Students in Course

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Indicate reason(s) for teaching less than 12 credit hours.