

Include Child ID if new hire OR continuing staff member as PTL. If Revised, list all changes (with date):

Terms of Employment and Assignment for A&S Part-Time Lecturers

Name	Teaching Department
Home Address	EMPLOYEE I.D. #
City	Contact Phone
State	Zip
E-Mail Address	
Highest Degree Earned & Lecturer Rank	New Hire Continuing/LOA
Full-Time UofL Staff Member? Yes No	(If UofL staff) Department
Exempt or Non-Exempt? Exempt Non-Exempt	Staff Supervisor

This is to confirm that the undersigned will teach the following course(s) subject to the terms set forth in the official copy at <http://louisville.edu/provost/faculty-personnel/PTL%20Annual%20Contract.pdf> and attached to this page. Clinical teaching assignments may be specified below or on a separate page. For this type of employment, state law requires a state and national criminal history background check as a condition of employment.

Semester & Year	Department	Course #	Sect. #	Course Title	Sem. Hrs.	Compensation	Speed Type	A: Add C: Cancel
Total Hours:				Course Assignment:				
				Total Compensation:				

Signature of Lecturer	Date
Signature of Chair	Date
Signature of Dean	Date

Send to farecord@louisville.edu.

Terms of Employment and Assignment

The text of these Terms of Employment is posted at
<http://louisville.edu/provost/faculty-personnel/PTL%20Annual%20Contract.pdf>.

The term “Lecturer” is used herein to refer to temporary, part-time instructional personnel employed by the University of Louisville. Some such personnel may also have titles as *Adjunct Faculty* or *Clinical Faculty*, which have been approved per the Board of Trustees.

1. The University reserves the right to terminate part or all of this agreement (i.e., one or more courses and the related compensation) at any time with *pro rata* payment for classes already met by the Lecturer. Notice of termination may be given to the Lecturer in person, by telephone, or by mail. Reasons for termination of this contract include but are not limited to budget reduction, insufficient enrollment in assigned classes, reassignment of regular faculty, absences or unsatisfactory performance, or failure to adhere to academic unit and University policies. The Lecturer is covered by the University’s mediation policy. The Lecturer may appeal contract terminations or take complaints regarding unfair conditions to the department chairperson for review. Such appeals or complaints are subject to final review by the Dean of the academic unit. In nondepartmentalized colleges, initial review shall be by the Dean (or designee) with final review by the Provost (or designee).
2. The Lecturer affirms that he or she is fully qualified and prepared to undertake this contract, and that all representations in his or her vita, résumé, or other credentials are accurate.
3. The Lecturer agrees to meet each scheduled class at the time and place assigned by the Dean or Department Chairperson and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, the Lecturer will notify the Department Chairperson in time to arrange a substitute or to cancel the class. The Lecturer agrees to make arrangements with students so that work missed due to class cancellations may be made up.
4. The Lecturer agrees to meet for orientation, if required, with a unit officer before classes begin. If the Lecturer is responsible for the development of class materials, the Lecturer agrees to provide the unit and each student with a complete copy of the class syllabus, course requirements, and basis for grading during the first week of classes, and to provide the unit and each student with a written copy of all subsequent changes. If required by the unit, the Lecturer agrees to provide class materials for review and approval before distribution. If the Lecturer is assigned classes under a common syllabus, the Lecturer agrees to follow the course outline provided by the course faculty. If the Lecturer is assigned classes under a clinical contract or the direction of a clinical supervisor, the Lecturer agrees to submit to their requirements stipulated by those authorities. The Lecturer agrees to supply for archival purposes copies of course materials, grade rosters and calculations, or other course records at the request of the dean or department chair.
5. The Lecturer agrees to abide by the rules and policies of the academic unit and the University set forth in official publications or announced by the Dean or the Provost. Specific academic unit policies and procedures to which the Lecturer is expected to adhere will be made available to the Lecturer, either with this contract or separately. The Lecturer agrees to follow the University’s rules concerning the use of libraries, computer resources, parking facilities, and other university property. The Lecturer accepts full responsibility for any liability to the University resulting from the Lecturer’s unauthorized use or reproduction of copyrighted or proprietary materials.
6. This contract confers no credit toward tenure or any right of reemployment or continued employment. This contract represents the entire agreement between the parties regarding this teaching assignment, and supersedes all other understandings, written or oral.