

Part-Time Lecturer Agreement



Lecturer Information

Name			Teaching Department		
Home Address			Employee ID #		
City	State	Zip Code	New Returning		
E-mail		Phone	Lecturer Rank/Title		

If you are currently working as a Part-Time Lecturer for any other department(s), please include the name(s) below:

Course Information

Start and End Dates	Course #	Sect. #	Course Title	A&S: ignore this column	Credits	Compensation	Costing
Total:							

The undersigned will teach the listed course(s) subject to the Terms of Employment and Assignment set forth on the following page. Clinical teaching assignments may be specified above 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.

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

Additional Information and Revision Notes. A&S--Indicate here if instructor is also a UofL staff member (and list supervisor)

Terms of Employment and Assignment

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 different titles within their unit or hiring department.

1. The University reserves the right to amend this agreement (i.e., modify course load and the related compensation associated with the specific course/s) up to four weeks after the official start of the semester with *pro rata* payment for courses already met by the Lecturer. Notice of any amendment will be provided in writing to the Lecturer via email and the Lecturer may accept the amendment within three (3) University business days or elect to void the agreement. If the Lecturer elects to void the agreement, only pro rata payment for courses already met by the Lecturer will be paid and the University will have no additional monetary obligations. Reasons for amending this agreement may include, but are not limited to, budget reduction, insufficient enrollment in assigned classes, or reassignment of full-time faculty. The Lecturer may appeal contract amendments to the Department Chair for review. Such appeals are subject to final review by the Dean of the academic unit. In non-departmentalized units, initial review shall be by the Dean (or designee) with final review by the Provost (or designee).
2. The Lecturer affirms that they are fully qualified and prepared to undertake this agreement, and that all representations in their vita, résumé, or other credentials are true and accurate. If, at any time during the term of this agreement, it is determined that the Lecturer misrepresented their vita, resume, or other credentials, or are otherwise not qualified to undertake this agreement, the University may terminate the agreement, in accordance with the Redbook.
3. The Lecturer agrees to monitor and utilize their University email account as it will be necessary for accessing various instructional applications and will be the primary communication method between the Lecturer and the University; including students, faculty, administrators, and staff, for all purposes related to this agreement.
4. The Lecturer agrees to meet each scheduled class at the time and place assigned by the Dean or Department Chair, 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 Chair 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.
5. The Lecturer agrees to adhere to established standards including consistent attendance and timely start of class sessions for assigned courses, communication that meets Unit/Department, University, and Federal guidelines for regular and substantive contact with students for distance education courses (<https://louisville.edu/policies/policies-and-procedures/pageholder/pol-regular-and-substantive-interaction-in-online-courses>), prompt return of grades and communication with students when grading is delayed, and communication to students of appropriate expectations and evaluation of student performance that is consistent with standards for post-secondary education and applied equally across students. The Lecturer agrees that each fall and spring semester, before the last day to withdraw, they will complete progress reports through CardSmart (<https://louisville.edu/studentssuccess/cardsmart/home>) to provide feedback on student progress in the course.
6. The Lecturer agrees to meet for orientation, if required, with a unit officer before any scheduled courses begin. If the Lecturer is responsible for the development of course materials, the Lecturer agrees to provide the unit with any course materials, including any syllabi, for review and approval before distribution. The Lecturer agrees that syllabi created for courses will meet the requirements established by the Office of the Provost. The Lecturer will 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 the Lecturer is assigned courses under a common syllabus, the Lecturer agrees to follow the course outline provided by the course faculty. If the Lecturer is assigned courses under a clinical contract or under the direction of a clinical supervisor, the Lecturer agrees to comply with all requirements and stipulations established by those authorities. For any courses that are not managed in Blackboard, the Lecturer agrees to

provide copies of course materials, grade rosters and calculations, or other course records requested for archival purposes.

7. The Lecturer agrees to comply with all applicable University policies and procedures, including specific academic unit policies and procedures. The Lecturer agrees that they will not infringe, misuse, or inappropriately reproduce copyrighted or proprietary materials and the Lecturer accepts full responsibility and any liability that may be attributed to the University as a result of the Lecturer's unauthorized use or reproduction of copyrighted or proprietary materials.
8. The University reserves the right to terminate this agreement, at any time, in accordance with the Redbook.
9. The Lecturer acknowledges that this agreement confers no credit toward tenure or any right of reemployment or continued employment at the University. The Lecturer acknowledges that this agreement represents the entire agreement between the parties regarding this teaching assignment, and supersedes all prior agreements or promises, written or oral.

Information for part-time lecturers can be found on the Part-time Lecturers Handbook page of the UofL website (<https://louisville.edu/provost/faculty-personnel/part-time-faculty-handbook>).