

## Part-Time Lecturer/Supplemental Payments Agreement



**Instructions:** Please complete this form fully. The Compensation Schedule is provided on page 3. Adjustments will be made in accordance to the Compensation Schedule based on enrollment after the Add/Drop Date.

<b>Name</b>		<b>Department #:</b>	
<b>Home Address</b>		<b>University I.D. #</b>	
<b>City</b> <b>State</b> <b>Zip Code</b>		<b>Primary Phone:</b>	
		<b>Secondary Phone:</b>	
<b>Highest Degree Earned:</b>		<b>University E-mail Address:</b>	
<b>Name and address of other employer(s):</b>		<b>Preferred E-mail Address (If applicable):</b>	
<b>Start/End Date (MM/YY):</b>		<b>Submitter Name:</b>	
<b>Supervisor Name:</b>		<b>Supervisor Email:</b>	
<b>Part-Time Lecturer New Hire:</b> <b>Part-Time Lecturer LOA/Returning:</b> <b>Supplemental/Additional (X-Pay):</b> <b>Other (Clarify in Comments):</b>		<u><b>Select Pay Out</b></u> <b>Monthly:</b> <b>Lump Sum (End of Service):</b> <b>Periodic (Indicate Pay Out Schedule in Comments):</b>	
<b>Goal Amount:</b>		<b>Periodic/Monthly Amount:</b> (If Applicable)	
<b>Semester/Year:</b>	<b>Description of Work (Classes, Research, etc.):</b>	<b>Enrollment:</b>	<b>Rate of Pay Per Type of Work:</b>
<b>Totals (Hours Per Week and Compensation):</b>			
<b>SpeedType:</b>		<b>Job Opening ID:</b>	
<b>Employee Signature:</b>		<b>Date:</b>	
<b>Supervisor/Chair Signature:</b>		<b>Date:</b>	
<b>PI/Co-PI Signature:</b> (If Grant Funded)		<b>Date:</b>	
<b>Dean Signature:</b> (If Applicable)		<b>Date:</b>	
<b>Comments:</b>			

## 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 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 non-departmentalized 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.

**CEHD Part-Time Lecturer Contract – Compensation Schedule  
Including 2.5% COLA Increase – 6/29/2022**

**PTL Rate for 3-Credit Hour Undergraduate Course based on Degree Held by Instructor, Number of Students**

<u>BA/BS</u>			<u>MA/MS</u>			<u>PhD/EdD</u>		
<u># Students</u>	<u>Per Student</u>	<u>Cumulative</u>	<u># Students</u>	<u>Per Student</u>	<u>Cumulative</u>	<u># Students</u>	<u>Per Student</u>	<u>Cumulative</u>
1	518	518	1	518	518	1	518	518
2	360	720	2	384	768	2	401	802
3	307	921	3	340	1020	3	362	1086
4	280	1120	4	318	1272	4	343	1372
5	264	1320	5	305	1525	5	331	1655
6	254	1524	6	295	1770	6	323	1938
7	246	1722	7	288	2016	7	317	2219
8	241	1928	8	284	2272	8	313	2504
9	236	2124	9	280	2520	9	310	2790
10	233	2330	10	277	2770	10	308	3080
11	230	2530	11	274	3014	11	305	3355
12+	227	2724	12+	273	3276	12+	304	3648

**PTL Rate for 3-Credit Hour Graduate Course based on Degree Held by Instructor, Number of Students**

<u>BA/BS - 3 credit hours</u>			<u>MA/MS - 3 credit hours</u>			<u>PhD/EdD - 3 credit hours</u>		
<u># Students</u>	<u>Per Student</u>	<u>Cumulative</u>	<u># Students</u>	<u>Per Student</u>	<u>Cumulative</u>	<u># Students</u>	<u>Per Student</u>	<u>Cumulative</u>
1	518	518	1	518	518	1	518	518
2	382	764	2	412	824	2	432	864
3	337	1011	3	377	1131	3	404	1212
4	314	1256	4	359	1436	4	389	1556
5	300	1500	5	349	1745	5	381	1905
6	291	1746	6	342	2052	6	375	2250
7	284	1988	7	337	2359	7	371	2597
8	280	2240	8	333	2664	8	368	2944
9	276	2484	9	330	2970	9	366	3294
10+	273	2730	10+	328	3280	10+	364	3640