

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% COLA Increase – 8/1/2023**

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	528	528	1	528	528	1	528	528
2	367	734	2	392	784	2	409	818
3	313	939	3	347	1041	3	369	1107
4	286	1144	4	324	1296	4	350	1400
5	269	1345	5	311	1555	5	338	1690
6	259	1554	6	301	1806	6	329	1974
7	251	1757	7	294	2058	7	323	2261
8	246	1968	8	290	2320	8	319	2552
9	241	2169	9	286	2574	9	316	2844
10	238	2380	10	283	2830	10	314	3140
11	235	2585	11	279	3069	11	311	3421
12+	232	2784	12+	278	3336	12+	310	3720

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	528	528	1	528	528	1	528	528
2	390	780	2	420	840	2	441	882
3	344	1032	3	385	1155	3	412	1236
4	320	1280	4	366	1464	4	397	1588
5	306	1530	5	356	1780	5	389	1945
6	297	1782	6	349	2094	6	383	2298
7	290	2030	7	344	2408	7	378	2646
8	286	2288	8	340	2720	8	375	3000
9	282	2538	9	337	3033	9	373	3357
10+	278	2780	10+	335	3350	10+	371	3710