



OFFICE OF ACADEMIC AFFAIRS

# ASA FACULTY CONTRACT (ADJUNCT)

## NEW YORK

(PERSONAL AND CONFIDENTIAL)

NAME (Last, First, MI): \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

We are pleased that you have accepted the offer to become a member of our faculty for this semester. This contract is to confirm certain facts regarding your employment.

► Your teaching assignment is for:

- Fall \_\_\_\_\_ semester will commence on \_\_\_\_\_ and end on \_\_\_\_\_  
(YYYY) (MM/DD/YYYY) (MM/DD/YYYY)
- Spring \_\_\_\_\_ semester will commence on \_\_\_\_\_ and end on \_\_\_\_\_  
(YYYY) (MM/DD/YYYY) (MM/DD/YYYY)
- Summer \_\_\_\_\_ semester will commence on \_\_\_\_\_ and end on \_\_\_\_\_  
(YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

- Your teaching assignment is predicated upon the student enrollment and can be cancelled at any time.
- You must access the latest version of the Faculty Handbook from the Faculty Portal if you have not already done so. The faculty handbook for the current academic year describes the benefits to which you are entitled and your duties as a member of our faculty. The Handbook forms the basis of ASA's relationship with all faculty members. Please study the handbook and ask for clarifications as needed.
- As an adjunct instructor, you will be receiving remuneration as previously agreed for teaching hours. Participation in non-teaching activities, such as tutoring, involvement in accreditation-related activities etc. may be compensated at a different rate.
- You are on probation for the first semester that you teach at ASA. Your employment at ASA may be terminated during the first semester if conditions of employment are not met. These conditions include but not limited to student satisfaction and retention.
- Your performance review will take place in one year. The review will evaluate your retention and placement records, academic success of your students, your evaluation as faculty and staff member of ASA and results of students' satisfaction survey.
- Continued teaching assignments does not imply permanent employment. ASA College is an at-will employer.
- Faculty members are not allowed to miss more than 10% scheduled classes within a semester. Any violation of this rule can result in reassignment of your classes to other instructors.

**Please initial here to signify your acceptance of page contents:** \_\_\_\_\_

- ▶ You are required to provide a minimum of 750 minutes of instruction per Carnegie credit. Therefore, you are required to begin and end classes as scheduled.
- ▶ This contract is based upon your agreement to attend regularly scheduled faculty meetings, including the Start-of-the-Semester Orientation and to participate in planned Professional Development/ In-Service Training activities which may require a few hours per semester.
- ▶ You are required to participate in research and professional growth activities as explained in the Faculty Handbook in order to keep current in your field / area of specialization.
- ▶ You are required to provide your supervisor with a summary of all professional development activities completed annually with verifiable documentation attached as well as a plan or calendar for professional development for the following year.
- ▶ You are obligated to teach until the end of any given semester if you have accepted class schedules at the beginning of the semester as you are under contractual agreement to teach during that semester. Failure to comply with agreed upon schedule will result in a prorating of salary.
- ▶ You are expected to give a minimum of one month's notice for resignation occurring before the end of the semester.
- ▶ You are not allowed to take extended leave during the semester unless it coincides with breaks in the Academic Calendar (The Academic Calendar is available on the ASA website, in the College Bulletin or in the Registrar's Office).
- ▶ All graded student work and other course related materials must be submitted to your department office in an organized manner at the end of every semester. Failure to comply with this requirement could result in monetary consequences.
- ▶ Compliance of this contract is implied upon acceptance of payment for services rendered.

If this arrangement is satisfactory, please sign this letter and return it to the Office of Academic Affairs, as soon as possible. Please retain a copy for your files.

We hope that this association will prove to be a long and mutually beneficial one. ASA College's success is dependent upon the quality of its instructors, and we are confident that you will contribute in a positive way to our mission.

Sincerely,



Jose Valencia  
President

**ACCEPTED:**

Signature of the Faculty Member: \_\_\_\_\_ Date \_\_\_\_\_

Name of the Faculty Member: \_\_\_\_\_

(Please print: Last, First, MI)