

NOVA SOUTHEASTERN UNIVERSITY
H. Wayne Huizenga College of Business and Entrepreneurship

ADJUNCT FACULTY CONTRACT

Faculty Member Name: John Smith	NSU ID No: N00000000	Amount: \$2,100.00
Course: International Management	CRN: 12345	Number: INB-4600-6W2
Start Date: 10/17/2011	End Date: 12/11/2011	Payment Date(s): (See Addenda)
Charge to: 140125	Account: 1018	Term: Fall 2011
Class type: Distance Educ: Internet	Campus:	Hours:

It is hereby agreed, subject to the terms and conditions below, **H. Wayne Huizenga College of Business and Entrepreneurship** enters into a single academic term contract with **John Smith**, for the instruction of the above stated course, starting on **10/17/2011** and ending on **12/11/2011**.

1. This contract is only for teaching/lecturing/supervising the course and term designated above. Any contract of future instructional assignments will be made at the sole discretion of Nova Southeastern University.
2. For Adjunct faculty members (heretofore referred to as "Adjunct") required to submit grades, test questions, or other essential materials, it is agreed that a material requirement of this contract is the submission of said items for all students. Payment will be in the amount of **\$2,100.00** for teaching the above referenced course.
3. The Adjunct agrees to abide by all of the policies and procedures of the University including the Adjunct Employee Packet and, if applicable, the Center/College handbook.
4. Course records must be retained by the Adjunct for one year after reporting grades. In the event of an appeal, records must be retained until conclusion of the appeal. The Adjunct agrees that, if there is a grade dispute with a student or any other grievance filed with the Program concerning the class taught, the Adjunct will make himself/herself available to participate in the resolution of same.
5. The Adjunct is expected to attend all scheduled class meetings at the assigned time and in the scheduled room. Those adjuncts teaching online courses are expected to communicate with students at the regularly scheduled intervals.
6. Adjuncts must be available to students in the manner prescribed by the academic center.
7. The Adjunct agrees to participate in meetings, workshops, trainings, etc., as required by the Dean or the Dean's designee.
8. The Adjunct agrees that his/her name may be listed as an Adjunct in NSU publications such as the website, catalogs, etc.
9. Failure to return the signed contract shall be regarded as non-acceptance of the conditions of the contract/addenda unless the designated NSU administrator has agreed in writing to other terms.

College/Center Addenda

10. Payment date for this course will be **12/30/2011** if this contract is signed by **12/20/2011**. Delay in signing this contract will result in payment being rescheduled to a future pay date.
11. Maintain academic qualifications in the teaching discipline consistent with SACS, AACSB, and IACBE.
12. Achieve and/or maintain the appropriate level of qualifications as defined by the H. Wayne Huizenga College of Business and Entrepreneurship of Nova Southeastern University, Inc. This is to say, if you are currently academically qualified (AQ) or professionally qualified (PQ) at a specific faculty level, such as that of Assistant Professor, you must maintain this status.
13. If academically qualified, maintain academic proficiency in the teaching discipline by demonstrating scholarly interests and giving evidence of an active scholarly life. Standards in this area can be found in the NSU Faculty Handbook and the Huizenga College Faculty Handbook.

Reasonable progress must be demonstrated at all times and is subject to review by the Dean or his designee.

14. Complete and submit student assessment reports as required to ensure overall program quality (AOL).
15. Create a positive and conducive learning environment for students.
16. Adhere to the terms of the Nova Southeastern University Copyright and Patent Policy in effect during the contract dates.

Please indicate your acceptance of the terms listed above in this contract and the addenda by checking the box below and submitting the document to the Center/College.

Signatures

John Smith
Adjunct Faculty

10/18/2011
Date

Dr. J. Preston Jones
Director/Dean for center/program

10/14/2011
Date



NOTICE: I have read the terms and conditions of the contract/addenda and agree to honor them by typing in my name in the Signature box above.

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