

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Contracts (Short-Term) for Adjuncts and Overloads	Effective Date: July 1, 2011	Policy Number: 01-1-006
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Division Chairs/Chief Academic Officer	

I. Purpose and statement of operational policy underlying the procedure.

To ensure consistency and appropriate review for all short-term teaching contracts.

II. Applicability/Scope

All short-term teaching contracts.

III. Process for Implementing Procedure

Responsibility	Action	Timeline	
		Regular Term	ADCP Term
Division Chair	Determine need based on scheduled classes/division needs/overloads	By date established each Term	By date established each Term
Division Chair	Issue short-term contract to include: instructor, time frame, amount, number of payments (installments), and applicable budget	By date established each Term	Before start of class
Faculty Member/Adjunct	Signs Contract	Before start of class	Before start of class
Division Chair	Submit with Division Chair's signature to CAO with class list and appropriate budget indicated	By date established each Term	Before start of class
CAO	Signs Contract and submits to Fiscal	By date established each Term	By date established each Term

IV. Related policies/References for more information

Authorizing Official: <u>Barbara J. Smith</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	