



SUPPLEMENTAL FACULTY CONTRACT

It is recommended that _____ Social Security No. _____ be appointed as part-time, overload, summer school, at Panola College in the Division of _____ for the _____ semester, 20____, as set out in the College calendar, (Special term, _____ dates of special term: _____)

The assignment will consist of:

COURSE	SECTION	LECTURE	LABORATORY	AMOUNT

For a total of _____ courses. _____

Dept: _____ Object: _____ TOTAL _____

This document serves as an official contract between Panola College and _____ regarding the conditions of employment as a part-time instructor at Panola College. This contract will be executed only after the signature of the vice president has been affixed.

CONDITIONS OF EMPLOYMENT:

- Salary is based upon the published schedule for part-time instruction. College application, official transcripts and personnel paperwork with Human Resources must be completed prior to the beginning of the semester for new employees.
- In the event that a substitute instructor must be utilized during the time of a part-time instructor's absence, the amount of the substitute instructor's pay will be deducted from the salary of the part-time faculty member.
- Part-time faculty members teaching academic classes must attend at least one orientation session at the beginning of the semester.
- This document, Supplemental Faculty Contract --, is a term contract of employment for one semester only, renewable at the option of the College. No property interest, expressed or implied is created in continued employment beyond the period of time stated in the contract.
- Employee understands and promises faithfully to perform the duties assigned by the President of the College or the designated representative, and to conform to such rules, regulations, policies and procedures as may be prescribed by law and the Board of Trustees of Panola College. Employee acknowledges that he or she has read, and accepts the terms of the official policies and procedures of Panola College.
- Classes with insufficient enrollment (less than 10 students) may be allowed to make at a prorated faculty salary amount per administrative approval.

ACCEPTED: Employee _____ Date _____

RECOMMENDATIONS: Program Director _____ Date _____

Division Dean _____ Date _____

APPROVAL: Vice President of Instruction _____ Date _____

Director, Human Resources _____ Paperwork Complete: Yes ___ No ___ Date _____