



Are you receiving Utah Retirement System Benefits?  No  Yes – If yes, list retirement date: \_\_\_\_\_

(Must be turned in to the HR Office by the 15<sup>th</sup> of the month to guarantee process with that month's payroll.)

**ADJUNCT AND SUPERVISOR ARE RESPONSIBLE FOR READING THIS BEFORE SIGNING:**

- If you are employed as a non-exempt Snow College employee, you cannot be an Adjunct employee.
- Adjunct (Instructors) employees are those who teach fewer than 12 credits per semester, are in a position considered temporary or expected to be a short duration, and are at-will employees.
- Adjunct (Instructors) employees may be suspended, terminated or released from employment at any time.
- Adjunct (Instructors) employees do not have the grievance process available to them regarding lawful termination.
- Adjunct (Instructors) are exempt employees and are compensated at a set rate for classes taught.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

|  |   |  |             |  |                   |   |     |            |  |  |  |  |  |  |
|--|---|--|-------------|--|-------------------|---|-----|------------|--|--|--|--|--|--|
| <b>E<br/>M<br/>P<br/>L<br/>O<br/>Y<br/>E<br/>E</b> | Name:   |  | Badger ID#: |  | 0                 | 0 |     |            |  |  |  |  |  |  |
|  | Address:  |  | City        |  | State             |   | Zip |            |  |  |  |  |  |  |
|  | Email (Snow email if available):  |  |             |  |                   |   |     |            |  |  |  |  |  |  |
|  | Phone:  |  |             |  | Gender: F M Other |   |     | Birthdate: |  |  |  |  |  |  |
|  | FILL OUT W-4 INFORMATION ON THE BACK OF THIS FORM. If it is not on the back of this form, please fill out a W-4 available in the Human Resource Office or online. If you do not fill out the W-4 form it goes in as SINGLE with ZERO EXEMPTIONS. This form is for both Federal and State tax withholding.   |  |             |  |                   |   |     |            |  |  |  |  |  |  |
|  | List any relatives who work at Snow College and their relationship to you:  |  |             |  |                   |   |     |            |  |  |  |  |  |  |
|  | OPTIONAL Ethnic Choice, Veteran Choice and Citizenship:<br><i>Choose the one that applies to you:</i><br>ETHNIC CHOICE: Asian; Black Non-Hispanic; Hispanic; American Indian/Alaskan Native; Native Hawaii/Pacific Island; Unspecified; White Non-Hispanic<br>VETERAN CHOICE: Protected Veteran Only; Vietnam Veteran Only; Both Vietnam/Other Protected; Not Applicable<br>CITIZENSHIP: US Citizen; Non-Resident Alien; Resident Alien/Non-Citizen |  |             |  |                   |   |     |            |  |  |  |  |  |  |

|  |  |  |                              |  |   |                          |    |                          |             |  |  |  |  |
|--|--|--|------------------------------|--|---|--------------------------|----|--------------------------|-------------|--|--|--|--|
| <b>S<br/>U<br/>P<br/>E<br/>R<br/>V<br/>I<br/>S<br/>O<br/>R</b> | Department Account Number:   |  | <b>MUST HAVE CHE/CREDIT:</b> |  |   |                          |    |                          |             |  |  |  |  |
|  | Courses being taught:  |  |                              |  |   |                          |    |                          |             |  |  |  |  |
|  | Actual Start Date:   |  |                              |  |   |                          |    |                          |             |  |  |  |  |
|  | End Date:  |  | # of WEEKS: Check one        |  | 8 | <input type="checkbox"/> | 15 | <input type="checkbox"/> | Other _____ |  |  |  |  |
|  | Rate of Pay: <b>\$800 a credit/che</b> X Number of Credits _____ = _____ Total Pay |  |                              |  |   |                          |    |                          |             |  |  |  |  |
|  | Does this Adjunct employee already have a Snow College email address?              |  |                              |  |   |                          |    |                          |             |  |  |  |  |

|                                   |  |      |  |   |                  |  |                    |                    |  |  |  |  |  |
|-----------------------------------|--|------|--|---|------------------|--|--------------------|--------------------|--|--|--|--|--|
| Academic Affairs Signature        |  | Date |  | Office Use Only: Date Entered in Computer: _____ by _____ |                  |  |                    |                    |  |  |  |  |  |
| Department Chair's Signature      |  | Date |  | To Begin: _____   |                  |  | Fiscal Year: _____ |                    |  |  |  |  |  |
| Department Chair's printed name   |  |      |  |   | To End: _____    |  |                    | Fiscal Year: _____ |  |  |  |  |  |
|                                   |  |      |  |   | POSITION#: _____ |  |                    | ID#: _____         |  |  |  |  |  |
| <b>Revised: November 23, 2021</b> |  |      |  |   |                  |  |                    |                    |  |  |  |  |  |



**To:** \_\_\_\_\_  
**From:** Snow College Office of Academic Affairs  
**Subject:** General Rules and Requirements for Adjunct Teaching

Thank you for your contributions to Snow College as an adjunct faculty member. This memo supplements your Adjunct Faculty Teaching Agreement (PAF).

As adjunct faculty, you have the same expectations as full-time faculty in terms of personnel policies and professional responsibilities and standards of conduct (policies available online). For additional information and support, see the New Faculty Information Packet (<https://www.snow.edu/offices/hr/index.html>).

Adjuncts are limited to teaching 12 hours of credit equivalency in a given semester; full-time exempt staff teaching as adjuncts are limited to 6 hours of credit equivalency in a semester; adjuncts who are also hourly part-time employees cannot exceed a total of 29 hours per week including both adjunct and part-time hours (adjunct hours include teaching and preparation—payroll can confirm calculations). Adjunct positions are at-will, and there is no guarantee of employment for future semesters.

The following list highlights some of the key expectations and duties associated with your position.

### **Professional Obligations**

- Using the master course syllabus as a guide, create a course syllabus/schedule before the first day of class and submit a copy to your department chair.
- Meet with classes as scheduled. Classes should rarely, if ever, be canceled and only for valid reasons. Adequate notice must be given to students **and** to the department chair. Every effort should be made to find a substitute before canceling.
- Post and keep at least one regular office hour per week. Make arrangements to meet with students by appointment if they are unable to attend your regularly scheduled office hours.
- Book orders for your classes should be submitted by the bookstore deadline. Use department guidelines in adopting texts.
- If a student comes to you with issues or concerns about your class, attempt to resolve the concern. If you are unable to do so, have the student contact the department chair.
- Keep grades regularly updated on Canvas. Assignments should not take more than two weeks to grade.
- Use your Snow College email or Canvas messaging for all college-related communication.
- Final exams should only be offered during the time set by the Final Exam Schedule. Early finals should not be given. The format of final exams should match department expectations.
- Submit final grades by the college deadline.
- Have students complete course evaluations; use the results to inform and improve your teaching.
- Cooperate with department chair on classroom observations and curriculum development in your classes.
- Meet other department deadlines and expectations.

### **Institutional Support**

- You will be paid the standard rate for your particular assignment. This amount will be paid monthly throughout the semester.
- See your department chair about any materials and/or equipment you need to teach the class.
- Professional development opportunities may be available. See your department chair for details.

\_\_\_\_\_  
Adjunct Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date