

DATE _____

PERSON'S LEGAL V U -



HR USE ONLY (if applicable):	
Banner # _____	
Position # _____	Suffix # _____
Entered by: _____	
U O °	: _____

The college is pleased to offer you an appointment as a _____ within the _____ Department, Dept. Home Organization # _____. This document sets forth the terms of your appointment and supersedes all other commitments either written or verbal that may have been made to you however, it does not affect any tenure rights/privileges earned, if applicable. This document may be executed in multiple counterparts, all of which together may form a single document. Teaching assignments are scheduled at the college's discretion. Moreover, this offer of appointment is contingent on a course having a minimum enrollment of students and the college reserves the right to cancel a course that does not, by the ____ day of the semester, have the necessary minimum enrollment of students. Your duties are subject to change depending on department needs, and such a change shall not be grounds for rescission of this agreement. In the event that a course is canceled due to failure to satisfy minimum enrollment, your base salary will be reduced proportionately. Cancellation, re-scheduling or relocation of classes requires prior approval and consent of the Chancellor/Director or their designee. In any event, financial exigency may justify the cancellation or amendment of this agreement. This is an unclassified position. Action to terminate this appointment, if required, shall not be arbitrary or capricious. The terms and responsibilities of your employment may be further described in an attached job description.

Employment Period: _____ Fall _____ Spring _____ Summer _____ Other _____ Academic Year _____ Date: Begin _____ End _____

Your base salary for this appointment will be \$ _____. For faculty hired after the start of the academic year, the agreement salary amount listed above will be adjusted based on the amount of hours/days missed in the agreement period. Based upon your hire date, you have missed _____ in the agreement period. Therefore, your adjusted salary amount will be \$ _____. You are entitled to the appropriate benefits offered to a full-time employee of the Louisiana Community and Technical College System, which may include eligibility for paid leave, participation in a state retirement system and in comprehensive health insurance plans offered by the college.

NOTE: Only complete the portion below if a 9 or 10-month faculty member; the decision is irrevocable. The number of actual pay periods may be fewer for a late hire depending on the hire date.

- 9 Month Faculty: _____ I elect to be paid in 20 pay periods.
 _____ I elect to be paid in 26 pay periods.
 10 Month Faculty: _____ I elect to be paid in 22 pay periods.
 _____ I elect to be paid in 26 pay periods.

You are also to be provided supplemental compensation in the amount of \$ _____ to fulfill _____ duties, if applicable. Your appointment is subject to change based on the needs of the college. In addition to teaching the assigned course(s), you agree to perform to the best of your abilities at all times, the following duties that include but are not limited to the following:

- Attending faculty orientation and training sessions as required;
- Assessing student learning in accordance with college practices;
- Responding to students' questions and communications as required by your supervisor, and
- Adhering to all policies of the college and the Louisiana Community and Technical College System.

_____ (check if applicable) If for any reason an employee is excluded from a facility or workplace affiliated with the college and necessary to access for the fulfillment of your job will result in immediate termination of employment with this college.

_____ (check if applicable) For faculty whose position is located within a school district, the agreement amount is based on the school district's calendar and you are expected to work from the first day of school until the last day of school or until the school administration dismisses instructors.

The college reserves the right to terminate this agreement before the end date for any of the reasons specified above or in the policies and procedures of the college and/or those of the Louisiana Community and Technical College System, including but not limited to dismissal for misconduct, dismissal for unsatisfactory performance, termination for financial exigency or insufficient enrollment, or discontinuance or elimination of the program in which the affected faculty is teaching. Should the employee resign or be dismissed from this appointment before the end of the appointment's term, pay will be prorated to include payment for services rendered. Your appointment and salary are subject to the approval of the college Appointing Authority, the Chancellor, or their designee. Reappointment is based on your performance evaluation, sufficient student enrollment, good conduct, and/or at the discretion of the Chancellor or their designee. Please signify your acceptance by signing below and returning this document to _____ no later than _____. Should this document not be received by the above specified date, the college will assume that you have not accepted the offer. This position may then be advertised as an open position via appropriate media.

I have reviewed the requirements outlined above and agree to perform all responsibilities to the best of my ability.

Employee Signature _____ Date _____

Signature - Division Dean/Director _____ Date _____ FOPAL: Fund Org Acct Program Activity Percent

Signature - Chief Finance Officer _____ Date _____ FOPAL: Fund Org Acct Program Activity Percent

Signature - Vice Chancellor _____ Date _____ FOPAL: Fund Org Acct Program Activity Percent

Signature - Chancellor/Appt. Authority _____ Date _____