

ADJUNCT FACULTY EMPLOYEE ACTION FORM

SECTION I

DATE HR RECEIVED: _____

FUND CODE BUDGET _____ DATE _____	ORG CODE	ACCOUNT CODE	PROJECT CODE	POSITION # _____ INITIALS _____ DATE _____	<input type="checkbox"/> PREVIOUS CONTRACT DATE _____
DEPARTMENT	JOB CLASS			SALARY _____	
	JOB TITLE			STATUS: <input type="checkbox"/> APPOINTMENT <input type="checkbox"/> CANCELLED <input type="checkbox"/> NEW <input type="checkbox"/> CONTINUING	
NAME					SOCIAL SECURITY #
STREET					<input type="checkbox"/> FALL 20 ____ <input type="checkbox"/> SPRING 20 ____ <input type="checkbox"/> SUMMER 20 ____
CITY/ STATE/ ZIP					BEGINNING PAY DATE
PHONE					ENDING PAY DATE
AUTHORIZE RELEASE OF # _____ UNAUTHORIZED RELEASE OF # _____ EMERGENCY CONTACT _____					START DATE
Y/N – CITIZEN	STRS	PERS	HIGHEST DEGREE	<input type="checkbox"/> FEMALE	END DATE
W-4 ATTACHED		W-4 ON FILE		<input type="checkbox"/> MALE	
N – VISA (FORM REQUIRED)		OTHER (C)			

SECTION II

SITE: DAYTON MAIN

COURSE #/ SECTION #	COURSE TITLE	CREDIT HOURS	RATE

The Appointee's signature on this form will become a contract between you, the Appointee, and Central State University, Wilberforce, Ohio. The Appointee shall faithfully perform such teaching duties assigned to him or her by the Chairperson of each department of which Appointee is a member, and such other duties as are usually and generally associated with such faculty responsibility as describe in general in the Faculty Handbook. The applicable provisions of the Ohio Revised Code, all applicable actions of the University's Board of Trustees, Faculty Handbook, as amended, and AAUP contract are hereby made a part of and incorporated into this agreement by reference.

- (1) Termination of Contract for Cause: Neither party shall have the right to terminate this agreement before the expiration of the term hereunder except for provisions and associated procedures stated in the Faculty Handbook and AAUP contract.
- (2) This agreement is subject to adequate appropriation by the Ohio State Legislature.
- (3) No more than eight (8) hours or two (2) courses will be assigned to adjuncts with other employment.
- (4) Course assignments are contingent upon enrollment and subject to cancellation.
- (5) Final payment is contingent upon timely submission of final grades.

COMMENTS

(1) _____ ADJUNCT (2) _____ CHAIR (3) _____ DEAN

(4) _____ ACADEMIC AFFAIRS RETURN TO HUMAN RESOURCES (5) _____ HUMAN RESOURCES