

AC2 Per-Course Faculty Appointment Template

Per-course = AC2: people who are not full time IU employees. AKA associate faculty or adjuncts.

- Limited to approximately 9 credit hours in fall or spring; 6 credits for the summer, across all IU campuses. (1 credit hour = 3 standard hours; limited to 75% or less FTE). **2020-2021: Winter 1 counts as part of Fall semester; Winter 2 as part of spring; split any Winter-1-2 courses over fall and spring.**
- A background check is required for all who are new to the IU system or who have not been an employee for 1 year or more.

In the following, **bold** language is **required**.

Non-bold, black language is generic, and suggested.

**Red** indicates where your school policies should be referenced.

*Delete the footnotes before using.*

All hire e-docs MUST include a copy of the appointment.

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Month XX, 2019

Name  
 Address  
 City, State Zip  
 Non-IU email address

Dear Name:

You have been recommended for reappointment as an associate (a.k.a. adjunct) faculty member in the Department of XXX in the School of XXXX at IUPUI to teach the following course(s) during the particular term

Course Number	Class Number	Title	Day	Start Time	End Time

The actual total payment to be received for the semester, provided services are rendered, is \$X,XXX, payable in X monthly installments on DATE 1, DATE 2<sup>1</sup>. **Associate faculty appointments are made on a temporary basis, each term, in accordance with university policy and do not constitute an employment contract.** This appointment is subject to full or partial cancellation, depending on enrollments and to provide a balanced teaching load for full time faculty members. **If cancellation or reassignment of courses occurs, your pay will be adjusted accordingly<sup>2</sup>.**

<sup>1</sup> Provide dates from the semester edocs processing memos; highlight if needed that the December payment occurs Jan. 2<sup>nd</sup>.

<sup>2</sup> Adjuncts who develop new courses can be paid specific sums for that purpose, even if the course itself is cancelled.

Associate faculty are evaluated each semester **by the department chair** and this associate faculty position is contingent upon satisfactory performance of the assigned duties. The Department of **XXXX** reserves the right to not renew the associate faculty position at its sole discretion for reasons including, but not limited to: change in course or curriculum offerings and enrollments, overall staffing needs, lack of funding, unsatisfactory performance, academic misconduct, and the like. Subsequent employment is subject to all current university policies and procedures.

Please review the additional employment criteria listed below.

- **Associate faculty appointments are limited to the teaching of 9 credit hours at all IU campuses during the fall or spring term (6 during summer).**
- **The class syllabus must be compliant with the terms of the Americans with Disabilities Act. IU maintains guidelines and tools to help you create accessible contact and check compliance at <https://accessibility.iu.edu>. Use of Canvas at least for posting a syllabus is required by the university. Other IUPUI academic policies are linked within each standard Canvas course site.**
- **The School of XXX provides the following guidelines for student interaction and grading....**
- Associate faculty must also be available online/reachable to respond in a timely fashion to student concerns, questions, or any other issues that may arise throughout the semester or after the completion of the course (e.g., to addressing grading issues or incomplete work). E-mails and phone calls from students and School faculty/staff should be answered within two business days.
- **Standardized student evaluations of the course and the instructor will be administered for each associate faculty during the final week of classes. Results will be given to the associate faculty member and to the Dean's office as a permanent record. We also ask you to do everything you can to maximize the response rate of your students to the course evaluations.**
- Reappointment will be determined by courses required in subsequent semesters and the performance of the associate faculty member.
- Should an emergency arise, making it impossible for an associate faculty member to finish teaching an entire course, please notify **the program director and department chair** at \_\_\_\_\_ as soon as possible. Compensation will be adjusted to reflect the amount of time employed. **It is imperative that you provide us with alternative emergency contact information through the Employee Center in One.iu.edu.**
- The Office of Academic Affairs maintains a webpage with resources for associate/adjunct faculty at <https://academicaffairs.iupui.edu/AcademicResources/Resources-for-Faculty/Associate-Faculty-IUPUI/>.
- The Center for Teaching and Learning maintains a webpage with links to important IUPUI Policies and Procedures at <https://ctl.iupui.edu/Programs/TA-Development/Policy-Resources-for-TAs>.

If you accept the terms and conditions of this appointment at the School of XXXX at IUPUI, please initial at the bottom of page one and sign below.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Please return this contract to \_\_\_\_\_ so that we receive them by no later than **(date)**.  
**Make an appointment as soon as possible to process employment documents<sup>3</sup>.**

We welcome you **back** to IUPUI and look forward to your future contributions as an active associate faculty member in the! Please see me if you have any questions.

\_\_\_\_\_  
<sup>3</sup> For first-time employees.

Sincerely,

NAME  
Department Chair  
Department

cc: File