

ID _____

Date _____

**LA SIERRA UNIVERSITY
Contract Teaching Agreement**

Name _____

Earned Degrees _____

Address _____

SS# _____

Phone _____

Employer _____

Current Position

Class starts on _____ and ends on _____

COURSE NUMBER AND TITLE

UNITS

TIME

DAYS

ROOM

COURSE NUMBER AND TITLE	UNITS	TIME	DAYS	ROOM

Rate per unit* _____ Account charged _____

Contract _____ Account credited _____

NUMBER OF STUDENTS ENROLLED _____ MUST BE VERIFIED BY DEPARTMENT CHAIR BEFORE PAYMENT

Comments or special arrangements:

Payments will be made biweekly beginning with the payroll period following receipt by the Personnel Office of the approved contract
NO PAYMENT WILL BE MADE PRIOR TO ENROLLMENT VERIFICATION.

It is understood and agreed that the contract teacher is entitled to no benefits other than the cash amount designated above.
Course grades are due three working days after the time scheduled for the final examination and the final pay check may be held until the grades are turned in at the registrar's office.

This contract may be cancelled by the university if the class or activity described herein does not fill (Acceptable class size will be determined by the university) or if it can be taught by a full-time faculty member whose classes do not fill.

Policies and procedures as described in the La Sierra University Faculty Handbook, and as modified or amended by subsequent revisions thereof, are expressly incorporated and made a part of the terms of this agreement. Where said policies and procedures are in conflict with the express terms of this agreement, the terms of this agreement shall control.

*Unless otherwise specified, this rate includes any allowances made for travel expense.

SIGNATURES

Contract Teacher _____ Date _____

Department Chair _____ Date _____

Dean of School _____ Date _____

Vice-President _____ Date _____

- Distribution
- Personnel Office
 - Payroll
 - Dean of the School
 - Teacher
 - Department Chair
 - Records

PAYROLL OFFICE USE

of payments to be made _____ Code _____

Amount of each Payment \$ _____

Automatic Manual Pay

Begin on Payroll of _____

Terminate after Payroll of _____

Payroll Officer _____ Date _____