

# UNIVERSITY OF BALTIMORE EMPLOYMENT CONTRACT & HIRE ADJUNCT FACULTY

**PLEASE COMPLETE IN FULL – INCOMPLETE, INCORRECT OR MISSING INFORMATION WILL RESULT IN DELAYED PROCESSING**

APPOINTEE LEGAL NAME:			LAST	FIRST	MIDDLE	LAST 4 DIGITS OF SOCIAL SECURITY #:		
APPOINTEE RESIDENCE ADDRESS:			STREET	CITY	STATE	ZIP CODE	PEOPLESOFT ID #:	
JOB TITLE: ADJUNCT FACULTY <input type="checkbox"/> I <input type="checkbox"/> II		FIRST UB EMPLOYMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> NEW CONTRACT		<input type="checkbox"/> CONTINUING/RENEWAL		
COURSE TITLE:		COURSE NUMBER:		# OF CREDITS:		POSITION PIN #:		
						CURRENT REGULAR UB EMPLOYEE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
CONTRACT EFFECTIVE DATES:		START DATE:		END DATE:		SEMESTER:		
						TOTAL CONTRACT AMOUNT: \$		
HR DEPARTMENT NAME:			HR DEPT #		SUPERVISOR NAME:		HEGIS CODE:	
SCHOOL/COLLEGE NAME:				DEPARTMENT CHAIR NAME:				
BUDGET	DEPT # (7 DIGITS):			ACCOUNT # (6 DIGITS):			FUND # (4 DIGITS):	
IF GRANT FUNDED, PLEASE PROVIDE PROJECT GRANT NUMBER AND PROGRAM CODE		PROJECT GRANT # (7 DIGITS):			PROGRAM # (3 DIGITS):			
APPROVAL & REVIEW SIGNATURES	CONTRACT COORDINATOR			DATE		DEPARTMENT BUSINESS/FINANCE OFFICER		DATE
	HIRING/FUNDING DEAN/DESIGNEE			DATE		2 <sup>ND</sup> UNIT HIRING/FUNDING DEAN/DESIGNEE (POLICY EXCEPTION) DATE		
	PROVOST (POLICY EXCEPTION ONLY)			DATE		HUMAN RESOURCES (APPLICABLE REVIEWS)		
					<input type="checkbox"/> COMPENSATION		DATE	
					<input type="checkbox"/> RECRUITMENT		DATE	
					<input type="checkbox"/> BENEFITS		DATE	

TO BE COMPLETED BY APPOINTEE	<input type="checkbox"/> I DO <input type="checkbox"/> I DO NOT HAVE OTHER EMPLOYMENT WITH A STATE AGENCY OR USM INSTITUTION. IF YOU DO, COMPLETE THE OTHER EMPLOYMENT QUESTIONNAIRE.
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THE FOLLOWING AGREEMENT IS THE EXCLUSIVE STATEMENT OF THE AGREEMENT OF THE PARTIES WITH RESPECT TO THIS EMPLOYMENT AND SUPERSEDES ALL PRIOR AGREEMENTS, NEGOTIATIONS, REPRESENTATIONS, PROPOSALS AND REWARDS, WHETHER WRITTEN OR ORAL, RELATING TO THIS EMPLOYMENT AS AN ADJUNCT FACULTY EMPLOYEE. IN WITNESS WHEREOF, THE PARTIES HERETO HAVE REVIEWED THE FOLLOWING AGREEMENT, AGREED WITH AND AFFIXED THEIR SIGNATURES:

APPOINTEE SIGNATURE	DATE
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THIS AGREEMENT IS BETWEEN THE UNIVERSITY OF BALTIMORE, AN AGENCY OF THE STATE OF MARYLAND, 1420 N. CHARLES STREET, BALTIMORE, MD 21201, (HEREINAFTER CALLED "UNIVERSITY"), AND THE APPOINTEE (HEREINAFTER CALLED "APPOINTEE") WHOSE IDENTIFYING INFORMATION IS LISTED ABOVE.

**APPOINTMENT**

THE UNIVERSITY DOES HEREBY APPOINT THE APPOINTEE AS AN ADJUNCT FACULTY WITH THE DEPARTMENT AND SCHOOL, AND FOR THE SPECIFIC SEMESTER AND EMPLOYMENT DATES NOTED ABOVE. THE APPOINTMENT UNDER THIS AGREEMENT SHALL AUTOMATICALLY TERMINATE ON THE END DATE SPECIFIED ABOVE. THE UNIVERSITY MAY TERMINATE THIS AGREEMENT AT ANY TIME FOR CAUSE. CAUSE INCLUDES MORAL TURPITUDE, PROFESSIONAL OR SCHOLARLY MISCONDUCT, INCOMPETENCE, AND/OR WILLFUL NEGLECT.

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## COMPENSATION

THE COMPENSATION, OR TOTAL CONTRACT AMOUNT NOTED ON PAGE ONE OF THIS AGREEMENT IS PAYABLE IN INSTALLMENTS DESIGNATED BY THE UB PAYROLL OFFICE ON THE ADJUNCT FACULTY PAY SCHEDULE. THE UNIVERSITY RESERVES THE RIGHT TO HOLD THE FINAL PAYCHECK UNTIL ALL FINAL GRADES HAVE BEEN SUBMITTED TO THE REGISTRAR.

## APPOINTEE'S TEACHING ASSIGNMENT AND RESPONSIBILITIES - COURSE ASSIGNMENT IS NOTED ON PAGE ONE OF THIS AGREEMENT.

ENSURE THAT THE STRUCTURE AND CONTENT OF THE COURSES TAUGHT ARE CONSISTENT WITH THEIR DEFINITIONS IN THE CURRENT UNDERGRADUATE OR GRADUATE CATALOG AND SCHEDULE OF CLASSES. THE APPOINTEE SHALL BECOME FAMILIAR WITH AND ABIDE BY ALL THE UNIVERSITY'S TEACHING POLICIES AND GUIDELINES REGARDING FACULTY RESPONSIBILITIES ESPECIALLY WITH RESPECT TO COURSE SYLLABI, ACADEMIC INTEGRITY, CONFIDENTIALITY OF STUDENT RECORDS, SEXUAL HARASSMENT, ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES, RELIGIOUS OBSERVATION, EXAMINATIONS AND GRADING, COPYRIGHT COMPLIANCE, OWNERSHIP AND USE OF COPYRIGHTED MATERIALS, ORDERING BOOKS, AND SIMILAR MATTERS. FOLLOW THE UNIVERSITY'S CALENDAR PUBLISHED IN THE SCHEDULE OF CLASSES FOR STARTING AND ENDING DATES; FINAL EXAMINATIONS; MEET ALL SCHEDULED CLASSES; HOLD OFFICE HOURS AND STUDENT CONFERENCES AND PROVIDE THE UNIVERSITY WITH TIMELY GRADES AS REQUIRED FOR OFFICIAL FINAL GRADE REPORTING. EXCEPT WHEN REASONABLY AND UNAVOIDABLY PREVENTED BY EMERGENCY CIRCUMSTANCES, ANY APPOINTEE ABSENCE FROM A SCHEDULED CLASS MUST BE APPROVED IN ADVANCE IN WRITING BY THE CHAIR OR HIS/HER AUTHORIZED DESIGNEE.

## CLASS CANCELLATION

THIS CONTRACT MAY BE VOIDED IF IT IS NECESSARY TO COMBINE, REASSIGN OR CANCEL SECTIONS BECAUSE OF PROGRAM PRIORITIES OR LOW ENROLLMENT. IF A FALL OR SPRING SEMESTER CLASS TO WHICH AN ADJUNCT FACULTY MEMBER HAS BEEN ASSIGNED MUST BE COMBINED, REASSIGNED, OR CANCELLED LESS THAN 30 DAYS PRIOR TO THE CLASS START DATE, AND THE SCHOOL/COLLEGE IS UNABLE TO OFFER THE ADJUNCT FACULTY MEMBER RE-ASSIGNMENT TO A COMPARABLE CLASS, THE UNIVERSITY SHALL COMPENSATE THE ADJUNCT FACULTY MEMBER 10% OF THE PAYMENT AMOUNT SPECIFIED IN THE CONTRACT FOR THAT CLASS.

## BENEFITS

THE APPOINTEE MAY PARTICIPATE IN STATE AND/OR USM SPONSORED HEALTH INSURANCE PLANS. THE APPOINTEE MAY QUALIFY FOR SUBSIDIZED HEALTH INSURANCE BASED ON THE ELIGIBILITY REQUIREMENTS OF THE AFFORDABLE CARE ACT. EACH APPOINTEE IS REVIEWED FOR ELIGIBILITY. WHETHER OR NOT THE APPOINTEE QUALIFIES FOR THE SUBSIDY, HE/SHE HAS 60 DAYS FROM THE DATE OF THEIR ORIGINAL CONTRACT WITH THE UNIVERSITY OF BALTIMORE TO ENROLL IN HEALTH INSURANCE. IF THE APPOINTEE CHOOSES NOT TO ENROLL WITHIN THE 60-DAY PERIOD, HE/SHE MUST WAIT UNTIL THE NEXT SCHEDULED ANNUAL BENEFITS OPEN ENROLLMENT PERIOD. THE APPOINTEE MAY PARTICIPATE IN SEVERAL DEFERRED COMPENSATION PLANS THROUGH PRE-TAX PAYROLL DEDUCTIONS. THE APPOINTEE IS ENTITLED TO: LEAVE FOR JURY SERVICE: USM POLICY II-2.50, PROVIDED APPOINTEE IS UNABLE TO PERFORM HIS/HER ADJUNCT FACULTY DUTIES DUE TO THE REQUIREMENTS OF JURY SERVICE AND CAN PROVIDE DOCUMENTATION IN ACCORDANCE WITH THE TERMS OF THE APPLICABLE POLICY.

## GENERAL POLICIES & PERFORMANCE EVALUATION

THE APPOINTEE SHALL BE SUBJECT TO ALL APPLICABLE POLICIES AND PROCEDURES DULY ADOPTED OR AMENDED FROM TIME TO TIME BY THE UNIVERSITY OR THE UNIVERSITY SYSTEM OF MARYLAND. DEPARTMENTS/DIVISIONS SHALL EVALUATE THE TEACHING BY ADJUNCT FACULTY MEMBERS IN A MANNER THAT IDENTIFIES HIGH-LEVEL PERFORMANCE, ACCORDING TO THE DEPARTMENT'S/DIVISION'S STANDARDS.

## VERIFICATION OF CREDENTIALS

APPOINTEE AGREES TO HAVE A CERTIFIED TRANSCRIPT OF THE APPOINTEE'S TERMINAL DEGREE SENT TO THE OFFICE OF THE DEAN. FURTHER, APPOINTEE AGREES TO PROVIDE THE UNIVERSITY EVIDENCE OF EMPLOYABILITY AS REQUIRED BY THE US IMMIGRATION LAWS. APPOINTEE AGREES THE EMPLOYMENT OF APPOINTEE IS TERMINABLE BY THE UNIVERSITY IF AT ANY TIME APPOINTEE FAILS TO PROVIDE THE ABOVE TRANSCRIPT(S) OR EVIDENCE.

## LIMITED OFFER OF EMPLOYMENT

UNTIL SIGNED BY BOTH THE APPOINTEE AND THE UNIVERSITY, THIS AGREEMENT CONSTITUTES ONLY AN OFFER OF EMPLOYMENT BY THE UNIVERSITY AND NOT A CONTRACT BETWEEN THE PARTIES.

## ENTIRE AGREEMENT

THIS AGREEMENT SHALL BE CONSTRUED ACCORDING TO THE LAWS OF THE STATE OF MARYLAND. THE TERMS AND CONDITIONS STATED ABOVE CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES.