



## ADJUNCT INSTRUCTOR CONTRACT

<b>New Jersey Institute of Technology</b> <b>323 Martin Luther King Jr. Blvd.</b> <b>Newark, NJ 07102</b>	<b>Academic Year:</b> _____ <b>Other: Dates</b> _____ Fall      Spring      Summer I      Summer II Full Summer      Winter      Mid-Summer
<b>Adjunct Name</b>	<b>Adjunct Status:</b> <input type="checkbox"/> New <input type="checkbox"/> Returning    If returning, Banner ID: _____

The Department/Office of \_\_\_\_\_ is pleased to confirm your teaching appointment at NJIT. Compensation for this instruction will be at the rate indicated below and paid to you in bi-weekly installments over the course of your assignment.

Course No.	Title	Days	Hours	Section	Rate	Hours	Total
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
							<b>Total:</b> _____

### Conditions of Employment

1. This appointment is necessarily contingent upon you furnishing documents as specified in the Immigration and Reform Control Act of 1986, as amended, authorizing you to work in the United States. For this purpose, we have partnered with Equifax, a third-party verification company, on completion of the I-9. You will be required to make an appointment to complete this form - further instructions to follow. Continuing adjuncts only need to complete this step if there was a lapse in employment of more than three years.
2. The university conducts background checks, which may include criminal databases, social security number trace and validation; your offer is contingent upon successful completion. Upon receipt of this signed offer, you will receive an email from our vendor, HireRight, with information you need to start the background check process. If you have any questions regarding these matters, please contact Human Resources at (973)596-3140.
3. Pursuant to state law, we also require that we maintain an Oath of Allegiance on file.
4. It is the obligation of the university to insure that all full time instructors have a complete schedule. Thus, your employment is contingent upon the foregoing, as well as achieving targeted enrollment in your assigned course(s).
5. The assignment is expected to be fulfilled in its entirety, including teaching the number of schedule hours and grading examinations during the exam period.
6. In the event of reassignment, compensation may be adjusted by the department initiating the change.
7. If it is necessary for you to be absent from any class assignment, you must notify your department head so that there will be adequate time to provide a substitute.
8. Adjunct instructors are not voting members of the faculty, nor are they eligible for tenure.
9. Adjunct faculty are eligible for limited University Benefits including the State Health Benefits Program (full cost premium) and the Alternate Benefit Program for retirement purposes.
10. As an adjunct employee, you agree to be bound by the policies, procedures and protocols of the university.
11. You will required to take the Groundswell & Meridians: Combined Harassment and Title IX training within 2 weeks of the start of the semester.
12. Further information and resources regarding orientation, completion of your new hire documents, and work authorization verification will follow your offer of acceptance via onboarding activities.

If this assignment is acceptable, please sign the acceptance below.

<b>Adjunct Instructor Acceptance</b>	
<b>Signature:</b> _____	<b>Date:</b> _____
Are you currently teaching another course at NJIT? <b>Yes</b> <b>No</b>	
If yes, list course(s): _____	

<b>Department must also provide:</b>	
<b>Position Number:</b> _____	<b>Index Number:</b> _____

<b>Approvals</b>		<b>Once the Dean's Office approves, the contract should be sent to <a href="mailto:academicHR-group@njit.edu">academicHR-group@njit.edu</a> with the subject: New Adjunct/ term they are teaching (ie: Fall 2023)</b>
(1) _____ Department/Date	(2) _____ Dean/Date	
(3) _____ Human Resources/ Date	(4) _____ Payroll/ Date	