



ADJUNCT INSTRUCTOR CONTRACT

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

Conditions of Employment

- NJIT is committed to the safety and well-being of all faculty, staff, and students. As a condition of employment, you will be required to be fully vaccinated with a COVID-19 vaccination authorized by the World Health Organization and must have received a booster vaccination, prior to your first day of hire or at the time you are eligible (2 months after Janssen J&J or 6 months after the last dose of the Pfizer, Moderna or other WHO approved primary Covid-19 vaccination series.). As a new hire to the university, you will be required to submit proof of vaccination prior to your start date, via email, at: newhire@njit.edu.
- 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, please visit the Department of Human Resources, on or before your first day of employment, to provide the original documents that will establish your identity and employment eligibility. Continuing adjuncts only need to complete this step if there was a lapse in employment of more than three years.
- 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.
- Pursuant to state law, we also require that we maintain an Oath of Allegiance on file.
- 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).
- The assignment is expected to be fulfilled in its entirety, including teaching the number of schedule hours and grading examinations during the exam period.
- In the event of reassignment, compensation may be adjusted by the department initiating the change.
- 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.
- Adjunct instructors are not voting members of the faculty, nor are they eligible for tenure. 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.
- As an adjunct employee, you agree to be bound by the policies, procedures and protocols of the university.

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

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

Department must also provide:	
Position Number: _____	Index Number: _____

Approvals		Once the Dean's Office approves, the contract should be sent to careers@njit.edu with the subject: New Adjunct/term they are teaching (ie: Fall 2021)
(1) _____ Department/Date	(2) _____ Dean/Date	
(3) _____ Human Resources/ Date	(4) _____ Payroll/ Date	