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|------------------------------------------------------|------------------|
| <input type="checkbox"/> Instructional Faculty: | Tracking # _____ |
| <input type="checkbox"/> Adult Education Instructor: | Tracking # _____ |
| <input type="checkbox"/> Continuing Ed Instructor: | Tracking # _____ |

Oconee Fall Line Technical College

Adjunct Instructor Memo of Agreement

| | | | | | |
|---------------------------------------|-----------------|------------------------------------------|-----------------|-------------------------|-----------|
| Department: | | Home Base: | | Campus Location: | |
| Instructor Name: | | Phone: | | Semester/ Month: | |
| Supervisor: | | Total Compensation: | | | |
| Hourly Rate of Pay Per Course: | 1) | Maximum Contact Hours Per Course: | 1) | Monthly Payments | 1) |
| | 2) | | 2) | | 2) |
| | 3) | | 3) | | 3) |
| | 4) | | 4) | | 4) |
| Course Information | Course 1 | Course 2 | Course 3 | Course 4 | |
| Date Course Begins: | | | | | |
| Date Course Ends: | | | | | |
| Course Name: | | | | | |
| Days/Times Class Meets: | | | | | |
| Special Conditions: | | | | | |

The total agreement amount includes compensation for preparation time and administrative responsibilities such as grade reporting and record keeping.

Oconee Fall Line Technical College will:

- Provide an effective learning environment and appropriate equipment
- Provide required materials/syllabus/lesson plan for each course taught
- Provide overall classroom/instructional evaluation
- Provide recordkeeping as required for appropriate student transcripts
- Provide opportunities to complete orientation and required staff development activities

Instructor will:

- Understand that employment is contingent upon sufficient student enrollment.
- Notify OFTC and his/her students in the event they will not be able to meet a class as scheduled.
- Provide OFTC with official transcripts and applicable license(s)/certificate(s)
- Provide professional instruction based on an approved course syllabus
- Provide individual academic assistance to students
- Maintain class attendance, evaluation records, and required classroom instructional hours
- Ensure that desired course outcomes meet the stated objectives
- Provide student safety orientation and, as applicable, direction on the use of protective devices and equipment
- Follow State Board of Technical and Adult Education and OFTC policies and procedures
- Participate in required orientation and required/approved staff development activities
- Represent Oconee Fall Line Technical College in a professional manner
- Promptly inform Dean for Academic Affairs/supervisor of problems or concerns that may arise
- Prepare and submit student course grades by the established deadline

If applicable, accurate time sheets must be filed and submitted promptly by the 15th of each month. Time sheets submitted after the due date will be held for the following month's pay delivery. OFTC may reduce the agreement amount for absences by the employee. In the event you leave employment with OFTC during the academic quarter, the total compensation referenced in this agreement will be prorated based on the actual hours worked. Payment of memo of agreements will be delivered consistent with the College's established monthly payroll cycles provided a signed memo of agreement has been received by Human Resources. **Pay delivery as referenced in this agreement will not be accomplished in the absence of a signed memo of agreement.**

