

**School/College:**

**PART-TIME FACULTY OR FULL-TIME OVERLOAD LETTER OF AGREEMENT**

Name: SUID:

Residence Address: Telephone:

For the period beginning and ending , you are appointed to part-time responsibilities as a/an   
 in the School/College of in order to teach the following:

**Course Abbrev./Course No./Section # Course Name Credit/Contact Hrs./Enrollment Salary**

Fund: ; Org: ; Acct: ; Prog: ; Act: ; Index:

Fund: ; Org: ; Acct: ; Prog: ; Act: ; Index:

Fund: ; Org: ; Acct: ; Prog: ; Act: ; Index:

Your total salary of $ \_\_\_\_\_\_\_\_\_\_\_\_ is payable in \_\_\_\_ monthly payments of $ \_\_\_\_\_\_\_\_\_\_\_\_, less authorized deductions, beginning \_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_ with dates subject to change if forms are not submitted from the school by the due date**.** This compensation assumes an enrollment of \_\_\_\_\_ students in each course. If enrollment in a course is fewer than \_\_\_\_ students, Samford University reserves the right to cancel the class, terminate this letter of agreement, and/or adjust compensation to no less than 1/3 of the original compensation amount. Compensation for summer teaching/international teaching will be based on summer overload/international formulary, subject to approval by the Provost. Summer overload/international formulary may not apply to graduate courses.

This is a non-tenure track appointment and is subject to renewal at the mutual agreement of both parties. Unless negotiations are opened in the future regarding future teaching, this agreement will expire on the date indicated without further notification. Appointment for an additional period is at the discretion of the University. It is understood that all offers of employment are contingent upon the positive outcome of a background check.

It is understood that those employed by Samford University will advance its purpose and objectives, uphold its policies, maintain a cooperative spirit with associates within the academic community, dedicate all efforts to the broad interests of the University, and abide by all rules promulgated by the Board of Trustees. This appointment is subject to Samford University policies and applicable state and federal laws. The faculty member has no right, express or implied, to act on behalf of Samford University except as described herein, and recognizes that failure to adhere to the rules, regulations and teaching requirements established by the University may result in the termination of this agreement by the University.

If for any reason service ceases before the term of appointment is ended, salary will be prorated and paid to date of termination in accordance with University policies for part-time faculty personnel.

**Recommended by Samford University**

Dean: School Offering Course Date

Dean: Faculty Member’s School if Different than Above Date

Associate Provost or Designee Date

This letter constitutes the entire agreement between the parties for its term. **New Hires must have completed all Human Resources paperwork and presented I9 documentation prior to being in the classroom or receiving payment.**

For Human Resources Use Only

**Accepted by**

Signature of Faculty Member

Date