



Course Instructor Agreement

As an SJVC Online Instructor you agree to the following:

1. The instructor will complete the SJVC Online training program and will be approved to teach the course assigned. Course approvals are based upon meeting the requirements outlined in the Faculty Qualifications Manual and the needs of the college. Participation in New Faculty Orientation (eNFO) is required for all instructors. This training will last one week.
2. In return for the appointment to teach the course specified in this agreement, the instructor acknowledges that the relationship with SJVC Online is governed by this agreement and that s/he will comply with the terms of the agreement.
3. The adjunct/part-time instructor acknowledges that retention by SJVC Online is for the current course assignment(s) only and that there has been no guarantee or representation by SJVC Online or any of its agents of any future course instruction assignments.
4. The instructor acknowledges that all course materials are property of SJVC and may only be used for SJVC courses.
5. The instructor will ensure that any additional materials provided to students are copyright-free, or will seek permission to use copyrighted material from the Academic Dean or Campus Director prior to inclusion in the course.
6. If the instructor is removed from a teaching assignment prior to completion of the assignment; no further compensation will be due to the instructor. The instructor will be paid for hours worked up until removal from the course.
7. The instructor has access to a computer that meets the minimum requirements to be able to carry out the duties associated with teaching a class, and will use appropriate virus protection.
8. The instructor will be evaluated by lead faculty, other administrators, and will receive survey feedback from students. The instructor acknowledges that SJVC Online may use performance and compliance results in determining faculty suitability for future teaching assignments.
9. The instructor will provide consistent student outreach with regards to student success in the course. Regular email is required for students displaying challenges with general success in the course. All communications with students will be documented into contact manager.
10. The instructor agrees to utilize all SJVC prescribed curriculum, including "Common Mastery Assessment" materials in an effort to provide data related to course learning outcome mastery.
11. The instructor will adhere to the Faculty Expectations document for instructional expectations, Developer Expectation documents for course development assignments, and Curriculum Expectations documents for curriculum assignments. All expectations documents are posted on InfoZone.

12. The instructor agrees to participate in up to four (4) meetings, workshops, and trainings, during the term of the course, as requested by the Dean or the Dean's designee.

13. The instructor will receive a salary of \$ for teaching each SJVC Online course below. The total salary will be divided by the total number of weeks in the module and will be paid on a biweekly basis (see pay schedule below). For course development or curriculum development assignments, the total salary will be divided by the total number of weeks of the assignment period and will be paid on a biweekly basis. For any combination of course development and/or curriculum development assignments in any given pay period, if the instructor anticipates working more than eight (8) hours in a day, or forty (40) hours in a week, the instructor agrees to notify their supervisor in advance to request permission to work overtime.

Instructor:

Course(s) and Pay Schedule for period beginning and ending

Course Code/Dev	Sect	Course Pay	Check Date <input type="text"/>	Check Date <input type="text"/>	Check Date <input type="text"/>

All pay should be entered on your timecard no later than 8:00 am on the Friday prior to the check date.

Instructor Signature Date

Director of eLearning Curriculum & Instruction Date