

**JACKSONVILLE UNIVERSITY**

**FACULTY OVERLOAD  
ADJUNCT FACULTY AGREEMENT TO HIRE**

TITLE: \_\_\_\_\_

Name of faculty member: \_\_\_\_\_ Department: \_\_\_\_\_

This agreement is to cover the instruction of:

Course ID/ Section#	Sync #	Semester Hours	Session/Term (i.e. 18FAZ)	Total Pay

Course Location:

Services will be rendered between \_\_\_\_\_ and \_\_\_\_\_  
(date) (date)

**\*Adjunct Clause:** All necessary documentation has been requested from academic institutions granting the degrees and proofs of those requests have been sent to Academic Affairs. The adjunct understands and acknowledges that they will not be paid until all original transcripts are on file in the Office of Academic Affairs. If the adjunct has not taught at JU for more than twelve months, their email will be deactivated, and all new documentation will be needed to re-hire.

These services also require the filing of final grade reports in the Office of the Registrar at the end of each term.

It is understood that this agreement is contingent on the special needs of Jacksonville University which may be influenced by student enrollment patterns. Hence, this agreement may be canceled at any time by Jacksonville University.

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Division Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**JACKSONVILLE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**