

**Umpqua Community College**  
Roseburg, Oregon  
**Part-Time Instructor's Agreement**

Term \_\_\_\_\_ Date \_\_\_\_\_ Instructor's Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Index/Budget Code	CRN	Course #	Course Title	ILCs/Hrs	Rate	Salary
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

**Total Contract** \_\_\_\_\_

**Total SAIF Hours:**

**Mail Drop:**

**Comments:**

THIS AGREEMENT MUST BE SIGNED AND RETURNED TO THE DEPARTMENT NO LATER THAN \_\_\_\_\_. IN ORDER TO BE PAID ON \_\_\_\_\_. IF NOT RETURNED BY THIS DATE, PAYMENT WILL BE MADE ON THE NEXT PAY DATE.

THIS AGREEMENT WILL BE PAID IN \_\_\_\_ EQUAL PAYMENT(S), WITH THE FIRST PAYMENT (OR PAID IN FULL) ON \_\_\_\_\_.

This is an agreement between the above named person and Umpqua Community College for instructional services described herein. The College reserves the right to change the meeting time and locations, to reassign classes, to cancel any of the classes, to apply minimum enrollment guidelines which may reduce pay rates, or to alter the course.

**Conditions of Employment:**

1. This agreement is for **one term only**; no guarantee is made for additional terms.
2. The instructor is responsible for all sessions of the class as designated by the class schedule for the term.
3. Requests for change of rooms/time/days are to be arranged only through the office of the Dean/Director.
4. Class cancellations must have approval of the Dean/Director. In case of illness, personal business, etc. the instructor is responsible for notifying the Dean/Director so necessary arrangements can be made for class.
5. All classes must meet at the scheduled time for the entire length of time scheduled.
6. Instructors are expected to attend to individual student needs before and/or after class sessions.
7. Instructor must furnish grade reports, attendance records, course syllabi, and copy of final exam to Department Chair at the end of each term.
8. Instructor agrees to notify the Dean/Director immediately of any change in address or payroll deductions.

I understand the conditions of employment as listed above.

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

**Send original signed document to HR.**