** GCC ADJUNCT CLASS ASSIGNMENT AND CHECKLIST FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INSTRUCTOR** |  | | | | | **DEPARTMENT** | | |  | |
| **ACADEMIC YEAR** |  | **SEMESTER** | |  | | | **LOCATION** | | **GCC** | |
| **EMPLOYEE BANNER #:** |  | | **PHONE #** | |  | | | **EMAIL** | |  |

* **COURSE ASSIGNMENT**

***You are currently scheduled to teach the following class:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **CRN** | **Course/Section** | **Course Title** | **Cr** | **Days** | **Time** | **Room** | **Max** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Note: *This course may be removed from an Adjunct Faculty Member’s schedule if the course is needed to complete a full-time faculty member’s course load or if a course is cancelled for under-enrollment.*** | | | | | | | |

* **UNDER-ENROLLED COURSES:**

***Indicate your willingness to teach at a reduced rate if the course enrollment is below thirteen (13) students.***

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| --- | --- | --- |
| **12, 11 or 10 students**  **75% of Adjunct Faculty Level** | **9, 8 or 7 students**  **50% of Adjunct Faculty Level** | **6 or less students**  **Flat Rate of $500** |
| **Circle one: YES / NO**  **Initial:** | **Circle one: YES / NO**  **Initial:** | **Circle one: YES / NO**  **Initial:** |

* **COMPENSATION DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First paycheck released on:** |  | **Final Grades due on:** |  | **Final Paycheck released on:** |  |

* **ASSIGNMENT ACCEPTANCE**

***Carefully read and check off the following items. Sign the form at the end of the statements to indicate your willingness to accept a specific assignment as an Adjunct Faculty Member at GCC.***

□ I read and understand the Adjunct Faculty Guide and/or attended the Adjunct Faculty Orientation.

□ I submitted a TB clearance. (Test can be done at the Student Health Center). This is a condition of employment.

□ I completed an updated employee emergency and consent form.

***Check off and initial all that apply:***

□ I have faculty textbook editions \_\_\_\_\_, course guides \_\_\_\_\_, and other materials \_\_\_\_\_ from the DC.

□ I have received \_\_\_\_\_ or turned in \_\_\_\_\_ a course syllabus to the DC.

□ I am aware that I am still required to sign a formal contract. **Failure to sign the contract will delay any compensation to Adjunct**

**Faculty Members**. Each course I teach will require a separate contract.

□ At the end of the semester I will pick up and complete a Clearance Form from the DC. The completed and signed clearance form

will result in a timely release of the final check.

|  |  |  |
| --- | --- | --- |
| I read and understood the items listed above.  I am aware of my responsibilities as an Adjunct Faculty Member at GCC.  I accept the assignment as listed above. | | |
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|  |  |
| **Instructor’s Signature Date** |  |  |

|  |  |  |
| --- | --- | --- |
| **Approved by Department Chair:** |  | **Approved by Dean:** |
|  |  |  |
| **Date** |  | **Date** |