

## Terms and Conditions for One-Year Contracts for Part-Time Faculty

### 1. Term

The term of this contract is one year, beginning on August 16, \_\_\_\_\_, and ending on August 15, \_\_\_\_\_.

### 2. Course Assignments

You will be assigned specific courses in a Letter of Appointment (hereafter, a "Letter of Appointment") that will be issued in advance of the start of the academic year or applicable semester.

### 3. Compensation

Your compensation will be set in the Letter of Appointment.

### 4. Effect of Letter of Appointment

The Letter of Appointment you will receive during the term of this contract is incorporated into, and is a part of, this contract.

### 5. Responsibilities

You will devote your time, attention, skill, and efforts to the faithful performance of your duties, performed in accordance with applicable School policies and procedures. The responsibilities set forth below apply to all services you may perform for SAIC during the term of your one-year contract.

#### a. Teaching

- i. Teaching. You will teach the courses as assigned in the Letter of Appointment, including any modifications, by the School. You are required to meet all classes or formal advising assignments on time and to remain for the scheduled period of time or its equivalent. Your teaching responsibility entails additional time outside of class for preparation, advising and consulting with students, and for submitting reports to administrative offices as required. You are required to upload your syllabus to the institutional repositories prior to the first day of class. Credit reports must be submitted to the Registrar by the designated deadline.

If your appointment is for courses offered in the fall or spring term, then your appointment and compensation are based on the equivalent of 15 weeks per semester (a total of 30 weeks of teaching per academic year). If your appointment is for courses offered in the winter interim or summer, then your appointment and compensation are based on the equivalent of 15 class meetings per session. Each three-credit hour course load requires 9 hours of work per week (Studio: 5 hours in class of direct instructional activities and 4 hours class preparation and/or follow up of indirect instructional activities; Lecture or Seminar: 2 hours and 45 minutes in class of direct instructional activities and 6 hours and 15 minutes class preparation and/or follow up of indirect instructional activities).

- ii. Faculty Absences and Substitute Teaching Policy. Unless prevented from doing so by an emergency, you must give your Department Chair and your Administrative Director reasonable advance notice of any absence. If you anticipate an absence, you must obtain

a substitute teacher in consultation with your Department Chair as provided in the Substitute Teaching Policy.

- iii. Classroom. You are required to assist in keeping classrooms and studios clean and in good order.
- iv. Critiques. You are responsible for participating in one or more critique panels during Critique Week each semester, unless you teach in an exempt department that holds classes during critique week.
- v. Letters of Recommendation. You must write a reasonable number of recommendation letters per year in response to student requests.

b. Non-Teaching

If your Letter of Appointment includes a non-teaching assignment, then you agree to perform the duties set forth in the Letter of Appointment.

c. Other

You also have the following additional responsibilities:

- i. Meetings and Training. You are required to participate in one departmental faculty meeting per department in which you teach per semester and to satisfactorily complete any training that the School identifies as mandatory for faculty.
- ii. Health and Safety. You are required to adhere to all fire, health and safety, and security regulations and encourage others to do so. Please note that drug use, smoking, or consumption of alcoholic beverages is not allowed on campus. For a more detailed explanation of the policy, see Section 3.0 Safety of Employees, A. Drug Free Work Place Policy, in the AIC Faculty Handbook Legal Supplement.
- iii. Professional Involvement. You are expected to be a practicing artist, designer, or scholar.
- iv. Current Resume. Once a year, you must submit an updated resume to the Faculty Employment Resources office, review and update the description of your professional work available on the School's website for access by the School community and public, and provide relevant documentation of your professional work for SAIC's library.
- v. SAIC email account. Throughout the term of your contract, you are required to maintain and regularly monitor an SAIC email account (saic.edu) and to use it for all communication with the School, including, but not limited to, SAIC students. SAIC sends important notices via the SAIC email account and assumes you have received any notices sent to you via your SAIC email account. In addition, you will need an active SAIC email account to enter the Self-Service area and Canvas (see "Accounts" at [www.saic.edu/faculty](http://www.saic.edu/faculty)) to access your student rosters, facilitate student communication, post assignments, and enter final grades.
- vi. Faculty Handbook and AIC/SAIC policies. You will comply with the School's Faculty Handbook, Faculty Handbook Supplement and Faculty Handbook Legal Supplement, as amended from time to time. You will also comply with all other employment-related policies, practices and regulations of AIC and School as well as health and safety directives. Policies of particular interest to faculty may be found in the AIC Employee Guidelines on the Intranet (<https://information.artic.edu>) and on the Faculty Resources webpage ([www.saic.edu/faculty](http://www.saic.edu/faculty)), along with the Faculty Handbook, Supplement, and Legal Supplement.

6. Additional Services

For any additional services not specified in your Letter of Appointment, such as supervising independent studies and substitute teaching, you will receive additional pay consistent with the applicable policy then in effect, provided that the additional services were approved in writing in advance. Any activities undertaken without advance written approval are not considered approved and may not be compensated.

7. Conditions of Employment

Your employment is conditioned on the items listed below. SAIC, in its sole discretion, shall determine whether these items have been satisfactorily completed. If SAIC determines that you have not satisfactorily completed these items, any contract between you and SAIC will be null and void.

- a. Background check conducted by or satisfactory to SAIC.
- b. Eligibility to work legally in the United States.
- c. Verification of all higher education credentials. You must submit an official transcript for each degree or credential that you have received to the Faculty Employment Resources office. If you complete any additional degree(s) or credential(s) while employed at the School, you must submit an official transcript for any such additional degree(s) or credential(s).

8. Leave During Term of Contract

Approved leave during the term of your contract will not extend the term to account for the period of the leave. Rather, the start and end dates set forth in the contract will remain in effect.

9. Dismissal During Term of Contract

You may be dismissed during the term of your contract as provided in the Faculty Handbook Supplement.

10. Course and Service Limit for New Lecturers

This Section 10 applies only to lecturers hired to begin teaching in fall 2017 or later (hereafter, "New Lecturers").

New Lecturers may teach a maximum number of three courses or the equivalent number of course credits per academic year, unless the Dean of Faculty provides prior written approval to exceed that limit.

New Lecturers may teach at SAIC at the lecturer rank for a maximum of eight years from their initial date of hire as a lecturer. After eight years from their initial hire date at SAIC as a lecturer, a New Lecturer must have received the rank of either senior lecturer or adjunct, or else may no longer teach at SAIC. A leave of absence or other break in service does not extend the eight-year period, nor does a new eight-year period begin after a leave of absence or break in service.

This Section 10 does not apply to senior lecturers.

11. Subsequent Contracts

The grant of this contract does not guarantee any additional contracts at SAIC.

12. Miscellaneous

- a. Your individual One-Year Contract (which includes any Letter of Appointment you enter into during the term of your One-Year Contract) is referred to as the “Contract” in this Section 12.
- b. The Contract sets forth the entire understanding of the School and you regarding the matters addressed in the Contract and supersedes all prior agreements, whether written or oral, regarding this subject matter.
- c. If any term or provision of the Contract shall be found to be void or contrary to law, such term or provision shall be deemed to be severed from the other terms and provisions of the Contract, but only to the extent necessary to bring the Contract within the requirements of law, and the remainder of the Contract shall be given effect as if the severed term had not been included.
- d. You shall not assign the Contract or any of the rights, duties, or interests in the Contract without the prior written consent of the School, with the sole exception of substitute teaching as permitted in the Substitute Teaching Policy.
- e. The Contract shall be construed according to the laws of the State of Illinois, without regard to its conflict of law provisions.