



University of the Incarnate Word
Contract for Part-Time Faculty

Date:

PIDM:

Form with four horizontal lines for entering personal information.

- ← Name
← Address
← Address
← City State Zip

The President of the University of the Incarnate Word (UIW) has authorized your appointment as Part-time Faculty on a temporary basis as set out in the Payroll Authorization – Faculty (Part-Time or Temporary). As mutually agreed, your teaching assignment, term of employment, compensation and payment schedule is reflected in the most current Payroll Authorization which may be issued from term to term, and is fully incorporated herein. This agreement is to teach one or more courses on a term-to-term basis with a workload equivalent to less than 30 workload units (WLU) (clock hours) per week. This contract is in force and applicable only in concert with a current Payroll Authorization and only during such time when there is a current Payroll Authorization.

This Contract for Part-Time Faculty is made by and between UIW and you for and in consideration of the compensation by course or credit hour referred to in the most current Payroll Authorization and is subject to the following terms and conditions:

- 1. This position shall be performed under the supervision of the authorizing dean named below.
2. This offer is contingent upon enrollment for your assigned course(s) meeting minimum class requirements. Should the course(s) not have a sufficient number of students register or be reassigned or otherwise not "make", there will be no current Payroll Authorization, or, if a Payroll Authorization has already been issued, it may be withdrawn. UIW also reserves the right to terminate this agreement and reassign the course(s) to a full-time faculty member or employee up to but not after the first week of class.
3. This offer is contingent upon satisfactory outcome of a background check, and having on file in Human Resources all hiring documents including Form I-9, state and federal tax forms, a current Personal Data Form, and W4.
4. You must submit final grades for the course(s) by the due date requested by the dean. Your final paycheck may be withheld until grades have been received.
5. Your employment is subject to all rights, privileges, and duties delineated in the Faculty Handbook. You are advised to review the Mission Statement in the Faculty Handbook which speaks to the role each employee has in making the Mission Statement a lived reality.
6. You understand that as a part of your employment you must comply with the UIW Sexual Misconduct policy and are subject to sanctions under UIW Policy, State Law and Title IX Federal Law if you fail to comply.

You acknowledge and agree that: (i) This employment is "at-will" and may be terminated by UIW at any time, with or without notice or cause, and places no obligation on UIW to specify any cause for non-renewal; (ii) This is a temporary, non-tenure track appointment that automatically terminates on the last date of the term as set forth in the most current Payroll Authorization; (iii) There is no obligation stated or implied to extend or renew this appointment and no further notice of termination is required; (iv) UIW Employment Benefits and University's Tenure Policy are not applicable to this appointment; (v) You agree to be bound by the UIW Dispute Resolution Plan; and (vi) You may teach up to 29 workload units during any given week of any term, inclusive of all UIW schools, divisions and high schools; if your combined workload for any given week of any term will be 30 WLU or more, advise your Dean prior to the start of the term who will coordinate with you to reduce the workload. Please consult the Part-Time Faculty Workload Policy for calculation of WLU, found in the Faculty Handbook.

This contract and the Payroll Authorization represent the complete and entire agreement of the parties and supersede any previous written or oral representations, understandings or agreements. No officer, agent, or employee of the University is authorized to make any representations which contradict, modify or supplement the terms and conditions in this contract.

This contract shall be governed under the laws of the State of Texas. Any legal proceedings arising out of or relating to this Agreement shall have venue and jurisdiction and otherwise be filed and reside in the state courts of Bexar County, Texas.

For this contract to be valid, and for the Payroll Authorization to be processed through Payroll, this contract must be returned to Human Resources with your signature.

I accept this appointment and agree to the terms of this Contract.

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Authorizing Signatures:

College/School Dean \_\_\_\_\_

Date \_\_\_\_\_

Provost \_\_\_\_\_

Date \_\_\_\_\_