



Western University of Health Sciences

NOTICE OF ADJUNCT FACULTY – LIMITED APPOINTMENT

Name _____

Date _____

This statement will advise you of the following terms and conditions related to your limited appointment:

Position: Adjunct (title) (XX FTE) _____

Compensation: At the hourly rate of \$ (XX.XX for PCN XXXXXX) _____

Term: _____ through _____

Scope of Work: As defined in Appendix A

GENERAL PROVISIONS

Salary will be paid bi-weekly at an hourly rate of _____. All forms of compensation referred to in this agreement or any other related documentation are subject to applicable withholding and payroll taxes.

This appointment is classified as a temporary assignment and therefore is not subject to University Faculty handbook rights. Neither the University nor the undersigned shall be under any obligation beyond the designated term of this appointment. The University reserves the right to terminate this appointment, with or without cause or notice.

FRINGE BENEFITS

Under this agreement, **if your FTE appointment is equal to or greater than .75** you will be eligible to participate in the following fringe benefits plans:

1. Optional group health benefits are available to the employee and eligible dependents/domestic partner. The University shares the cost for the employee and dependent/domestic partner premium. Group health benefits include hospitalization, major medical, dental and vision.
2. A University-paid life insurance policy equal to one (1) times annual salary plus \$10,000.
3. University-paid Long Term Disability Insurance.

VACATION/SICK

Regular part-time employees who are scheduled to work 20 hours (.50 FTE) per week or more earn a prorated amount of vacation time based on their FTE. Employees who work less than 20 hours per week will not accrue any vacation time.

You may become benefit eligible as a result of a status change to a benefitted position or if you meet the eligibility requirements of the Affordable Care Act (ACA). Temporary employees who have completed 30 days of employment with WesternU will receive 24 hours of sick time during each fiscal year and may begin using available sick time on the 90th day of employment. Thereafter, the employee will receive 24 hours of sick time at the beginning of each fiscal year.

RETIREMENT

As a temporary employee, you may be eligible for participation in the University's retirement plan. The University offers a 403(b) Plan for eligible employees (generally employees who are scheduled to work at least 20 hours per week and who are not students). As a condition of employment, you must contribute 1% of your compensation to the Plan on a pre-tax basis. The University will contribute 1.5% of your compensation. You may defer additional amounts to the Plan on a pre-tax, or Roth after-tax basis. The University will match the first 4% of your elective deferrals as follows:

<u>Employee Elective Deferrals</u>	<u>University Matching Contribution</u>
1%	1.5%
2%	3.0%
3%	4.5%
4%	6.0%

SPECIAL REMARKS

The Board of Trustees of Western University of Health Sciences reserves the right to modify the aforementioned benefits subject to the applicable provisions of law.

Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this contract and to have the same force and effect as manual signatures.

For Western University of Health Sciences

Dean of the Home College

Date

Senior Vice President and Provost

Date

I agree to the terms of this contract and accept the above described appointment.

Signature

Date

Appendix A

Adjunct Faculty – Limited Appointment Scope of Work

College:

Name of Course:

Course Hours:

Semester:

General Responsibilities:

1. General Responsibilities:

- a. Promote, by words and action, an atmosphere of respect for individual dignity in the humanistic tradition of the University.
- b. Promote, by precept and example, a general atmosphere within the University of respect for knowledge, thought and inquiry.
- c. Promote the highest standards of ethics and professionalism.
- d. Exhibit commitment to diversity and social justice.
- e. Contribute to the implementation, delivery and evaluation of courses and academic programs within the University.

Specific College Responsibilities:

1. Include the specific responsibilities related to the course delivery/material