

Contract Issuance and Compensation Information

Contract Issuance:

- After the student registration process, the College of Education (COE) administrative team determines whether a class has sufficient student enrollment to run the course. If the course is going to remain on the schedule, a contract request is made by the Associate Dean to the Office of the Provost.
- The contract is only issued if the adjunct faculty member has submitted the COE Application and supporting documents (letters of reference, official transcripts, teaching and/or administrative credentials) to the Associate Dean and that information has been entered into the proper database.
- The contract is mailed out to the adjunct faculty member from the Office of the Provost. The adjunct faculty member is required to send back a signed copy before payroll sets the payment system.
- The compensation amount per credit hour varies from teaching at the undergraduate, graduate and combined levels. Contact the Associate Dean for exact compensation information.
- If you have any questions about your contract contact Cindy Wrobbel, Associate Dean in the College of Education, at 815-740-6124.

Compensation Information:

- Adjunct faculty contract compensation is spread across the term. Payment is made the 15th and 30th of the month.
- Federal, state and FICA are deducted from each check.
- If you have questions about your check, you should contact Ms. Molly Knapczyk in the Human Resource Office at 815-740-5076.

10/30/07