



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## SUMMER FACULTY EMPLOYMENT CONTRACT – 20\_\_\_\_\_ (Year)

TO: \_\_\_\_\_ RANK: \_\_\_\_\_ \*\*STATUS: \_\_\_\_\_

TITLE CODE: \_\_\_\_\_ P-Number: \_\_\_\_\_

I am pleased to offer you an appointment to the faculty for the 20\_\_\_\_ Summer Term. Your teaching assignment will be as follows unless altered by your immediate supervisor:

### 1<sup>st</sup> FIVE WEEK SESSION\*

June 1 – July 15 (Pay Period)

Course Listing(s)

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Please provide the allocations as a percentage (%) of monthly budgeted salary:	
Researching	_____ %
Teaching	_____ %
Other	_____ %
Total Salary Allocation(s):	_____ %

### 2<sup>nd</sup> FIVE WEEK SESSION\*

July 16 – August 31 (Pay Period)

Course Listing(s)

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Please provide the allocations as a percentage (%) of monthly budgeted salary:	
Researching	_____ %
Teaching	_____ %
Other	_____ %
Total Salary Allocation(s):	_____ %

### TEN WEEK SESSION\*

June 1 – August 31 (Pay Period)

Course Listing(s)

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Please provide the allocations as a percentage (%) of monthly budgeted salary:	
Researching	_____ %
Teaching	_____ %
Other	_____ %
Total Salary Allocation(s):	_____ %

ONE-TIME PAY AND/OR OTHER ASSIGNMENT(S): Please provide a detailed explanation below:

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TOTAL BUDGETED SALARY: \$ \_\_\_\_\_

\*Due to unprecedented large increases in utility costs, the University may adjust the hourly/daily class and workday schedule..

\*\*NOTE: Tenure Status – Tenured (T), Tenure-Track (TT), or Non-Tenure Track (NTT)

**CONDITIONS OF EMPLOYMENT OFFER:** Agreement to provide students the course syllabus, student attendance policy, and course withdrawal policy.

Payment for any course assigned is contingent upon the course attaining the minimum enrollment. A course which does not attain the minimum prescribed enrollment will be cancelled on or before the Fourth Class Day of the term. The University accepts no financial obligations for a course that is cancelled because there were fewer than 15 (undergraduate level), 10 (masters level) or 7 (doctoral level) students enrolled or because the course was assigned to another instructor. To continue summer employment, each instructor is to meet all professional obligations associated with the teaching including those promulgated by the University, TAMUS, the State of Texas, both specialized program and regional accrediting agencies, NCAA, and the U. S. Department of Education.

In accordance with TAMUS Policy 31.01.01 (Sec. 4.5), Compensation Administration, the rate of salary paid an employee during a summer session will not exceed the salary rate paid the employee for the same or similar services during the preceding regular session.

*You are requested to indicate your acceptance of this appointment by signing below and submitting this form to your department head **within 24 hours of receiving** the Summer Faculty Teaching Contract – 20 20 (Year).*

Should any change in terms or conditions of this appointment become necessary, you will be notified.

Sincerely yours,

\_\_\_\_\_  
Department Head - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Here (Department Head)

Dean's Approval:

\_\_\_\_\_  
Dean - Signature

\_\_\_\_\_  
Date

Attachments:

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***I accept this appointment.***

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***I do not accept this appointment.***

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Here

xc: Dean

Division/Department Head

Human Resources

Academic Fiscal Affairs