Educational Leadership & Policy Studies

College of Education

269 Marillac Hall

1 University Blvd.

St. Louis, MO 63121-4400

4/20/2012

Susan Smith

12 1st Avenue

St. Louis, MO 63121

Dear Dr. Smith:

Thank you for becoming a part of the instructional team for the Department of Educational Leadership & Policy Studies. This letter constitutes an agreement for you to teach one or more course(s) listed below during the Spring 2013 session.

As an adjunct faculty, your appointment does not include any rights to tenure; however, at the conclusion of this period of employment, you may be appointed to an additional period of employment if mutually agreeable, depending on performance, available resources and the needs of your academic unit.

COURSE(S)

| SUBJECT | CATALOG | TITLE | CLASS # | SECT | SECTION CR | DAY | TIME | BLDG | ROOM | SALARY |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ELEM | 7999 | The Course Title | 54767 | G01 | 3 | M W | 5:30-8:30 | SCC | 211 | $2307 |

The University reserves the right to cancel the course and this agreement due to inadequate enrollment OR reassignment of full-time faculty. In the case of cancelation, you and the students will be notified as soon as the decision is made. Typically, this occurs during the week prior to the first class meeting but may be later. Alternatively you may be asked to teach this class at a reduced rate if the enrollment is low.

Course objectives and textbooks are selected by the full-time faculty of the Department. Course syllabi templates are developed by the department. Please contact Evon Luckey at luckeye@umsl.edu for this template, add your contact information and return via email no later than the first week of class. Each semester we must have a copy of the syllabus for each individual section to place in our files for review. It is highly recommended that the course syllabus also be posted to MyGateway.

You will be required to have your students complete an electronic course evaluation designed by the Department near the end of the semester. You may not be present while students are completing the evaluation. A summary of the results will be available to you and to the Department Chair.

For information on this letter, course assignments, FERPA, MyGateway access, SSO ID or Faculty orientations, please contact Evon Luckey at luckeye@umsl.edu or 314-516-1111. Please sign one copy of this letter and return it to 269 Marillac Hall by 5/1/2012.

Sincerely,

Dr. Paulette Isaac-Savage

Chair & Associate Professor

I concur with this agreement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_