

**Sample  
Memorandum of Understanding for Full-Time Contractual Faculty**

This memorandum of understanding is an accompaniment to the contract you are signing for the 200-\_\_ academic year, August 15, 200\_\_-June 15, \_\_\_\_\_. [For one-semester contracts, please modify]. We hope this fuller explanation of the conditions of your employment will be useful to you.

**Teaching:**

You have been hired to teach four courses during fall semester and four during spring semester [modify if necessary]. These courses may be lower level, upper level, or graduate [select options]. You may indicate an interest in teaching Winter Session or Summer Session to your department chair. If you are selected, you will be offered a separate contract for an additional stipend. The *Faculty Handbook* gives the University Policies on Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity and Academic Integrity. It includes information about classroom issues, testing, grading, procedures for handling cases of academic misconduct, etc. Please become familiar with this policy and other parts of the faculty handbook concerning teaching.

All courses at the university are evaluated by students. Please see your department chair for information about evaluation forms and procedures.

**Advising:**

You will not [will] be expected to participate in student advising. [To prepare you for this responsibility, you will receive a copy of the Advising Handbook and you will be invited to a workshop on advising for new faculty.]

**Service to your Department:**

You will be expected to attend all faculty meetings. You will also be expected to cooperate with whatever peer and chair evaluation policies your department has for contractual faculty.

We encourage you to volunteer to serve on departmental committees and work with student groups, although this is not a requirement. Serving on committees will give you experience useful for your own professional development as well as making you feel a part of the department. In addition, the new perspectives you offer will benefit the department.

**Service to the University:**

You may be eligible to serve on some Faculty Senate committees through appointment, if you wish.

**Scholarship:**

Although scholarly productivity is not a condition of your employment, except insofar as you need to keep your courses current, we want to support you in continuing your scholarly activity. You are eligible to apply for grants from the Fulton Curriculum Development and Research Grant fund, and to apply for travel funds from your department and the Salisbury University Foundation. In addition, we encourage you to participate in the many activities offered on campus for faculty development.

This memo of understanding is for this year only. You may be offered another contract next year, based on the evaluation of your own performance and the needs of the university, but the university is under no obligation to do so.

If you agree to these conditions of employment, please sign and return to my office. This memorandum will then be forwarded to provost's office for approval of your contract.

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

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

\_\_\_\_\_  
Date