

CLAREMONT GRADUATE UNIVERSITY
FACULTY ADJUNCT CONTRACT FORM FOR SALARIED POSITIONS ONLY
E-MAIL completed form to: betty.hagelbarger@cgu.edu

PLEASE NOTE: **Deadline Dates: fall – July 1; spring – November 1; summer – April 1**

Complete a separate form for each semester.

Center/School	Program	Semester	Year
Dean of School or other authorized signature:	Contact Person: Ext.:	Date form completed and submitted:	

Last Name	First Name	Middle Initial	<input type="radio"/> Female	<input type="radio"/> Male
Address	City	State	Zip Code	Country
Mailing address, if different from above: Address	City	State	Zip Code	Country
Phone Number () -	Email Address	SSN - -		
Emergency Contact Person	Phone Number () -	Address		

Is adjunct a regular CGU faculty member?	<input type="radio"/> No	<input type="radio"/> Yes	Is adjunct a CGU student?	<input type="radio"/> No	<input type="radio"/> Yes
If on regular payroll at CGU, should adjunct salary be added into faculty member's regular salary check?	<input type="radio"/> No, put on separate check		<input type="radio"/> Yes, add to regular salary check		
Is adjunct a member at any of the Claremont Colleges?	<input type="radio"/> No	<input type="radio"/> Yes (Specify College _____)			
Adjunct's institutional affiliation if other than CGU or Claremont Colleges.					
Adjunct needs assistance with a Visa	<input type="radio"/> No	<input type="radio"/> Yes			

Units	Course #/Course Name	SUMMER ONLY Module I Module II	Day(s) & Time Course will meet	Day & Date Class Begins	Day & Date Class Ends	Salary Amount & Months Payroll should cut checks	Account # Must have 14 digits Regular adjunct 4060 <u>CGU Faculty 4061</u> or Summer object codes 4070 / 4071

Is there any special wording you would like on the contract?

If you have any questions or need help filling out this form, please contact Betty Hagelbarger at 71240, or e-mail: betty.hagelbarger@cgu.edu. All contract request forms must be submitted to the Office of the Provost where a letter will be prepared and mailed. After the adjunct professor has returned the signed contract letter to the Provost's Office, a copy will be sent to you for your records. Please make sure the adjunct professors in your school/department return the letter signed. If the course is cancelled, please send an e-mail to Nancy dePoto and Betty Hagelbarger.

2009-2010 Schedule

Semester	Classes Commence	Last Day of Classes	Date Grades Due to Registrar, BY 5:00 PM
Fall 2009	August 31	December 12	January 4, 2010
Spring 2010	January 19	May 8	May 21, 2010
Summer 2010 Module I	May 17	July 3	July 9, 2010
Summer 2010 Module II	July 5	August 21	August 27, 2010