

Adjunct Faculty Music Lesson Agreement

1. Responsibilities of Andrews University and the Department of Music

Andrews University and the Department of Music will provide appropriate facilities for the teaching of music lessons. The Department of Music will facilitate student recruitment, registration and collection of fees for all music lessons.

2. Responsibilities of Adjunct Faculty

The adjunct instructor will provide a minimum of twelve (12) twenty-five (25) minute or fifty (50) minute lessons and one (1) Jury (or Recital) to Andrews University students. Adjunct instructors are required to keep attendance records and should provide make-up lessons as appropriate (see DOM Adjunct Faculty Handbook).

3. Instruments for Instruction

With the exception of large instruments such as piano, organ and percussion, adjunct instructors will provide their own instrument(s). Maintenance and repair of personal instruments is the sole responsibility of the adjunct instructor.

4. Compensation

The adjunct instructor agrees to the payment identified on the first page of this agreement. Andrews University and the Department of Music cannot guarantee a minimum income, hours or number of students scheduled for music lessons in any term and enrollment may change during the drop/add period (first week of the semester). See the DOM Adjunct Faculty Handbook for more information.

5. Other Engagements

The adjunct instructor shall be entitled to provide services to the public and engage in other employment during the term of this agreement provided that those activities do not interfere or conflict with the adjunct instructor's commitment to Andrews University and the Department of Music. The adjunct instructor may not provide private instruction to currently enrolled Andrews University students.