

ANDREWS UNIVERSITY
Teaching Contract for Applied Music Lessons

NOTE: Contract form should be completed/submitted before the start of the course. Processing time can take up to TWO WEEKS.
Completed contracts (w/ all signatures) will be forwarded to Payroll only after the I-9 is completed at the Employment Office.

Last Name _____ First Name _____ ID# _____
Email _____ Telephone _____ AU student UG GR
Is this a remote employee? No Yes (check if international) Provide dept contact name: _____ ID#: _____

Is the payment for this contract assignment provided for in your department budget? Yes No

Reason for Contract (please be specific): _____

List courses to be taught during (select one): Spring Summer Fall semester, 20__ in the box below.

Types of lessons: FOR CREDIT : 1 credit = 25 minutes/week, or 2 credits = 50 minutes/week
NON-CREDIT : 25-minute weekly lesson, or 50-minute weekly lesson

Course No.	Course Title (including instrument/voice)	Enrollment		
		Non-credit	1 cr	2 cr

FINANCIAL CONTRACT ARRANGEMENT

Contract Period: Begin Date: ____/____/____ End Date: ____/____/____	Rate per credit \$ _____	Hourly Rate (nonexempt only) \$ _____	Total Contract Amount \$ _____
Total number of credits _____ Total weekly service hours _____ (credit hours x 3*) <small>*exceptions may apply and must be explained above under Course Title</small>	Account to be charged: ____-____-____-____-____		

I agree to teach the above courses at the rate stated above. I understand that this contract does not provide any benefits other than those required under government law and/or institutional policy and is subject to cancellation or rate adjustment pending low enrollment. I understand that, unless I am otherwise employed by the university as an ACA-evergreen employee*, my total weekly hours across all university jobs must be limited to less than 30 hours per week (please use conversion ratio for class credit hours taught to determine weekly work hours) and it is my responsibility to notify the employing department(s) if I have/will reach(ed) this limit.

*see ACA policy term definitions

Teacher Signature _____ Date _____

APPROVALS	Chair Signature: _____	ID#: _____	Date: _____
	Dean Signature: _____	ID#: _____	Date: _____
	Asst VP Finance Signature: _____		Date: _____

HUMAN RESOURCES OFFICE USE ONLY

I-9 Received Date _____	If not US Citizen/PR, visa expire _____	Total # Weeks _____	Biweekly Hours _____
If Student: TMST _____	If FT Employee: AAA form rec'd _____	Total Hours _____ (contract)	
Acct Bal: \$ _____		Exempt Default earn	Non-Exempt Work sched
Employment Approval By _____		Hourly Rate \$ _____	\$ _____
		Payroll Entered By _____	Date _____

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.