

4242'Summer Contract

Name: _____

Department: _____

Classification: _____

Effective Start Date: _____

Effective End Date: _____

Pay Period Earnings: _____

Total Amount: _____

Assignment / Course Dates: _____

(Course # / Course Begin and End Dates)

This contract is null and void if the salary amount indicated above is greater than that authorized by the College and University.

Departmental Authorization:

Chair Signature _____ Date _____

Acceptance

The salary and appointment stated herein are subject to sufficient funds being appropriated by the State of Illinois; awarded/maintained by a grant or contract; and/or generated by tuition, fees, or local fund sources. Appointments at Northern Illinois University are subject to the statutes of the State of Illinois and the latest revisions of the governing bylaws, regulations, policies and practices of the Board of Trustees. Appointments are also subject to the latest revisions of all university policies and procedures, most of which are stated in employee handbooks, procedure manuals, and the Constitution and Bylaws of the university. Under certain state laws, as well as university regulations, policies, and procedures, indebtedness to the university may be withheld from compensation payments to employees. Acceptance of this appointment includes consent to such withholding when assessed in accord with appropriate legal standards.

Temporary appointments shall be for a specific period of one year or less. There shall be no presumption or expectation of renewal or extension of temporary appointments. Each temporary appointment is a separate, non-continuous appointment. The terms of this appointment are binding upon both parties and shall remain in full force and effect during my employment at Northern Illinois University, including subsequent appointments, if applicable.

Should my course(s) fail to enroll the minimum number of students as determined by the College and approved by the Provost's Office, the course(s) may be canceled. In the event of a course cancellation this contract may be voided or (in the case of multiple course assignments) reduced proportionally by the number of courses canceled. The decision to cancel the course will be as follows:

- May 8 - for summer session appointments beginning May 16
- May 22 – for summer session appointments beginning on June 1
- June 8 - for summer session appointments beginning June 16
- June 23 - for summer session appointments beginning July 1
- July 8 - for summer session appointments beginning July 16

I understand that my appointment status is subject to availability of funds and/or applicable standards of performance. In the event of insufficient funding received from a fund source associated with my position, or upon notification of a curtailment or reduction in funding by an external grantor or agency funding my position, the appointment may be subject to amendment, termination, or revocation upon written notice. I hereby acknowledge and accept the terms of this offering letter, and all related university policies and procedures associated by my temporary appointment. My signature and date below signify my acceptance of the terms of the above appointment contract.

Employee Signature

Date