

CONTRACTUAL AGREEMENT

Agreement # 112040-9999-306-7569

Name

Address

Social Security Number 999-99-9999

Date 8/2/2006

Telephone # (207) 582-3941

Are you, or have you been employed at another Maine Community College or other Maine State Agency within the past year? No Yes Agency _____ Employer Payroll telephone number _____ Are you a member of the Maine State Retirement System? No Yes.

Course/Activity	College Composition	ENG101		
Department/Account_Number	112040			
Credits	3.00	Total \$:	1775.00	
Special Instructions	Gardiner			
Supervisor	White, Karen			
Assignment	Instructor	Inclusive Dates	1/30/2006 -	6/1/2006

Note: Adjunct Faculty:

1. When teaching courses or programs for the College, a course syllabus/outline must be forwarded to Department Chairs no later than the beginning of the second class meeting.

2. The instructor shall maintain student records as required and conduct the course(s) in accordance with the guidelines established by the College.

3. Kennebec Valley Community College reserves the right to cancel a course/program, thereby, cancel/prorate this agreement due to insufficient enrollment, funding, or other reasons as determined by the program administrators.

If this contract meets with your approval, sign and return it within 10 days of the date it was issued.

_____ Date: _____
Authorized College Signature

_____ Date: _____
Employee Signature