

CONDITIONS AFFECTING OFFER: Under Education Code Section 87482.5, academic employees who work 60 percent or less of the hours per week considered a full-time assignment for regular employees having comparable duties shall be classified as temporary. I understand that Sonoma County Junior College District desires to maintain my status as temporary for the Fall 2008 Semester. (NOTE: for purposes of the AFA contract, this assignment is considered an adjunct or overload assignment, not “temporary”).

I also understand and agree that the assignment (s) noted on the reverse is tentative and is contingent upon the actual enrollment of a sufficient number of registered students. If the enrollment of this course is fewer than twenty (20), I shall contact my Department Chair or Supervising Administrator for the decision as to whether or not a class will continue. I understand and agree that this must be done before the beginning of the second class meeting. (Classes with enrollments fewer than 20 may be allowed to continue based upon the District’s Minimum Class Size Policy 3.1.5C. Generally speaking, a Department Chair or Supervising Administrator will not cancel a class before the second class meeting; however, they have the authority to do so for good reason. Reasons for class cancellations include but are not limited to, insufficient enrollment, adjustment to load of regular faculty, and changes in the instructional programs. A reasonable effort will be made by the Department Chair and/or Supervising Administrator to confer with a faculty member before a class is cancelled. If one or more classes are cancelled all sessions taught will be paid for the next pay period.) I also understand and agree that this appointment is temporary and, therefore, does not lead to tenure and automatically expires after the final exam period at the conclusion of the Fall 2008 Semester (EC 87482.5.).

Mail or deliver this form to:
Scheduling Office, Bailey Hall
Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95401

I understand/ accept the appointment as set forth in this letter.

Signature	Date	Phone #
Release Phone # to public? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Please Note:

This agreement supersedes any oral representation or promise that are contrary to or inconsistent with the terms of this written agreement. Hourly salaries will be determined in accordance with the appropriate salary schedule, based upon the policies, procedures, and practices of the Sonoma County Junior College District. The rate may change based upon step movement, class movement or variance in your assignment. The District reserves the right to make changes for incorrect salary placement as necessary. The salary will be paid in monthly payments, the first of which will be received on the tenth of the month – September 2008. To be placed on the payroll and received salary payment, all required employment documents for your appointment must be completed and on file in the Human Resources Office before the first class meeting. This includes, but is not limited to verification of minimum qualifications and successful fingerprint clearance. Contact the Human Resources Office to complete your file before the first class meeting. The Human Resources Office will determine your salary placement once your file is complete.