Dear Part-time Academic Employee:

Welcome to the Tacoma Community College (hereinafter “College”) as a part-time academic employee to perform educational services. The following is a summary of some information that may be helpful for you to understand about the conditions regarding part-time academic employment.

- Part-time academic employees are employed for only one quarter at a time, unless employed for two or three quarters under the provision of a Multi-Quarter Appointment as defined by the Faculty Negotiated Agreement. Notice of employment for each quarter is accomplished through an Appointment Letter that details the assigned educational services for each period of active employment. In the case of two- or three-quarter appointments, notice of employment is accomplished through a Multi-Quarter Appointment Letter.
- Total remuneration for service performed will not exceed the amount specified in each Appointment Letter offered to a part-time academic employee.
- Except for leave specified in College policy, payment for classes that are not held and not rescheduled, for any reason, will be deducted from the total appointment amount.
- Receipt of an Appointment Letter, correspondence from an appointing authority indicating reasonable assurance, or a Multi-Quarter Appointment is provided as reasonable assurance of employment for the periods indicated.
- Employment as a part-time academic employee may be cancelled at any time. In the event of cancellation the part-time academic employee will be eligible for payment for any completed educational service assigned by the appointing authority and performed prior to the cancellation of the assigned appointment.
- Appointments are made subject to the policies and rules or regulations of the College, the policies, rules or regulations of other state agencies that the College is required to observe, and the laws of the state of Washington.
- Employment as a part-time academic employee is not applicable toward tenure or seniority and notice of non-renewal of any appointment or assignment for any period of service shall not be required.
- Part-time academic employees are expected to comply with the expectations of the part-time academic appointment including required minimum hours per week for student conference availability.

I have read, understand and agree to the information provided above. I agree that, if I am unable at any time to accept an assignment or perform the duties and expectations of my position as detailed in an Appointment Letter, I shall notify my appointing authority immediately.

_________________________________________________
Name (Please Print)

_________________________________________________
Employee Signature

___________________________
Date