



Simone Brown Thunder  
Office of Human Resources

### **Adjunct Employees (17b)**

We are pleased that you have been hired at Citrus College as an adjunct employee.

You have been awarded an adjunct teaching assignment subject to adequate class enrollment, adequate financing, and presentation of qualification materials. The class is granted on the condition the assignment is not needed to fulfill a full-time faculty member's teaching load or the assignment has not been requested by a full-time faculty member (who has not exceeded the maximum load as defined by the Board of Trustees).

Placement on the adjunct salary schedule will be determined by the number of graduate semester units completed beyond the Bachelor's degree (graduate units) and prior teaching experience. It is the individual's responsibility to submit appropriate documentation verifying education and experience within the first four (4) weeks of the semester, and to complete employment paperwork at the Office of Human Resources prior to beginning work.

Documents verifying teaching and/or related work experience which are submitted after the four week period will not serve to increase entry level placement. Increases in placement based on graduate units earned that are submitted after the four week period will not occur until the following month.

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I have read the above and agree to the terms and conditions.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date