

Date:

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ADJUNCT PT

Notre Dame de Namur University (NDNU)

PART-TIME FACULTY COURSE TEACHING OFFER
SEMESTER YEAR

Adjunct Faculty
NDNU ID:
EMAIL@ndnu.edu

This letter will confirm the terms of the University's offer to you of a part-time faculty course teaching appointment for Fall Semester 2025 in the School of Psychology. Work begins no earlier than August 16, 2025 (first pay on August 30, 2025) and work ends no later than December 31, 2025 (last pay on, December 15, 2025).

To accept this offer you must sign and return this letter to Human Resources within 10 days of today by signing and submitting the document via DocuSign.

Your total earnings for completing this appointment will be \$2,268.00 per academic unit, totaling \$6,480.00 for 3 academic units, which will be paid in equal amounts starting with the first pay date of 08/30/2025 and ending with the final pay date of 12/15/2025.

You need to complete all work by not later than December 31, 2025.

Per the CBA, effective August 15, 2021, the regular class size for part-time faculty will be 4 students. Courses with 1, 2, or 3 students will be paid an independent study rate of \$500 per student.

Additional Compensation in the amount of **\$100** will be paid as part of Article 29 "Participation in Mandatory University Sponsored activities and Professional Development." Pursuant to Article 29 "Teaching from Home", if NDNU does not or is not permitted to provide for on campus performance of your course-related duties, you will receive a **\$50** per semester stipend coded on a wage statement as expenses as a reasonable reimbursement for work-related use of personal internet and cell phone. Other reasonable and necessary costs for such home course teaching needs that are approved in writing in advance by a dean or VP shall be paid. Faculty shall direct requests in writing to the dean or VP and shall not expend funds prior to or outside of written approvals.

This teaching appointment will incorporate the parts of the Collective Bargaining Agreement between NDNU and SEIU Local 1021 that apply to part-time faculty. Union dues/fees must be paid by all part-time faculty to SEIU Local 1021 as a condition of employment.

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The particulars of your expected teaching assignment under this offer are reflected in the following information:

Course and Section Number	Course Title	Enrollment as of XX/XX/2025	Units

Total units:

Notre Dame de Namur University owns any course content developed under this work for hire agreement, including the course title, syllabus, description, assignments, projects, activities, assessments, instructional videos, and other related course materials. I understand that NDNU may offer any course or use any content owned by the University at any time in the future using any other instructor without my permission.

We hope you will accept this offer and if so, we look forward to your service to the University and our students.

NOTRE DAME DE NAMUR UNIVERSITY

FACULTY MEMBER

By

Provost and Senior Vice President

Adjunct PT

By

Dean

Notre Dame de Namur University
1500 Ralston Avenue
Belmont, CA 94002

For Internal Use Only

Reviewed Initials
by HR: _____