



DATE:

TO:

SUBJECT: Contract to Teach for Wayland Baptist University

This is to confirm you are scheduled to teach a course for Wayland Baptist University as follows:

TITLE AND COURSE NUMBER:

DAY AND TIME:

PLACE:

SESSION AND SESSION DATES: (SUBMIT SEPARATE CONTRACT



DATE:

TO:

SUBJECT:

Thank you for your interest in Wayland and your willingness to teach this course. We hope this will be a mutually beneficial experience for you, Wayland and the students.

\_\_\_\_\_  
Executive Director/Campus Dean

\_\_\_\_\_  
Adjunct Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_



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PLACE:

SESSION AND SESSION DATES: (SUBMIT SEPARATE CONTRACT FOR DIFFERENT SESSIONS)

PAYMENT: A maximum of \$ or 50% of tuition income generated by students enrolled in the course, whichever amount is smaller. (Statement Campus uses as a means of payment is inserted.)

Payments will begin once the Office of the Vice President of Academic Affairs has received all of the following documentation: WBU Application, all official transcripts, resume/vitae, W-4, and direct deposit form. After these requirements are met, partial payments will be made semimonthly with the first payment being issued on the second regular Wayland semimonthly pay date occurring after the session begins. Required and requested deductions will be withheld from each payment. The final payment will be made on the pay date immediately subsequent to the end of the session (either the 15<sup>th</sup> day of the month or the last day of the month, whichever applies). If the course is cancelled for any reason, no payment will be made.



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\_\_\_\_\_  
Director of WBUonline

\_\_\_\_\_  
Adjunct Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please sign, date and return the original confirmation to this office within seven days. Thank you.