

# SAMPLE CONTRACT – FACULTY EMPLOYMENT

I am pleased to notify you of your appointment as instructor for the \_\_\_\_\_ Study Center of the University of California. It is my understanding that the following arrangements will be in effect during the \_\_\_\_\_ session, 20\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(Fall, Winter, Spring, Summer) (City) (Country)

1. \_\_\_\_\_ agrees to provide \_\_\_\_\_ hours of instruction during the  
(Name) (Number)  
period \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_. Said course shall be  
(Date) (Date)  
entitled \_\_\_\_\_.

2. The University of California agrees to pay \_\_\_\_\_ at the  
(Name)  
rate of \_\_\_\_\_ ( \_\_\_\_\_ ) per hour, or a total sum  
(Local currency in words) (Local currency in numbers)  
of \_\_\_\_\_ ( \_\_\_\_\_ ) during the period hereinabove  
stated. Such payment shall be made by the director of the \_\_\_\_\_ Study Center  
in \_\_\_\_\_ installments to be paid on the following date(s): \_\_\_\_\_, 20\_\_\_\_  
(Number)  
(\$ \_\_\_\_\_); and \_\_\_\_\_, 20\_\_\_\_ (\$ \_\_\_\_\_). It is understood that  
said payment hereinabove specified includes compensation for administration and prompt correction of  
all examination and term papers.

3. It is understood that any course including fewer than five (5) fully enrolled students will be cancelled.

My signature on this letter constitutes the acceptance of the University of California of the provisions hereinabove stated. If you agree, please date and sign the enclosed copies and return two fully executed copies to Professor \_\_\_\_\_, Director of the \_\_\_\_\_ Study Center.

Sincerely yours,

John A. Marcum  
Director

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)