



ADJUNCT FACULTY ACKNOWLEDGEMENT
(Submitted with adjunct recommendation packet)

To: Recommended Adjunct Instructor
From: Employment/Employee Relations Manager
Subject: Adjunct Instructor Employment Status Information

This letter is to inform you that you are being recommended to the Alamo Community College District's (ACCD) Board of Trustees for election as an adjunct instructor. Upon board approval and dependant upon the business and instructional needs of the ACCD, you may be offered class assignment(s) at one of the Colleges of the ACCD. Such factors that determine the needs of the ACCD include, but are not limited to, student enrollment, internal instructional resources and funding. Once an assignment has been deemed available, and upon mutual acceptance of the class assignment, you will be issued a contract specifying the job duration, salary and other terms and conditions of your employment.

In addition, this notice conveys that upon any appointment as an adjunct instructor, you have reasonable assurance of class assignments for the succeeding academic semesters or term. This reasonable assurance will exhaust if either of the following occur:

- 1) You voluntarily indicate that you are not available for teaching assignment(s),
- 2) You are not offered a class assignment by ACCD in a succeeding academic semester or term.

By virtue of this notice, and in accord with ACCD Policy CKF, you may be ineligible for unemployment insurance compensation drawn against school wages during a holiday break or between school terms.

This notice does not imply, nor should it be construed as a contract, guarantee or offer for employment and/or for duration of employment. This notice does not provide any guarantee of assignment availability and does not substitute or change any employment status with ACCD or any of the affiliated Colleges of the ACCD.

You are encouraged to view and apply for any job vacancy, as announced on the ACCD PeopleLink website, which may be accessed at <http://accdpeoplelink.accd.edu/>. You may also inquire with the other Colleges of the ACCD for available adjunct teaching opportunities.

Your service on behalf of the ACCD and community it serves is appreciated.

Please sign below to acknowledge this notice.

Name

Social Security Number

Signature

SAC / NVC / PAC / SPC
College (circle)