

Completing the CAFSNR Summer Session Contract in DocuSign

Complete one form for each instructor.

- 1) An **Authorized Department Representative** (Chair/Head/Director, Business Coordinator, Admin Staff) will start the form.
- 2) Open the [Summer Session Contract](#) (you may be required to login to DocuSign using your NDSU/Bison login information.)
- 3) The Authorized Department Representative will fill in their name and email address, the instructor's name and email address, and the department business coordinator's name and email address.
- 4) Click "Begin Signing"

PowerForm Signer Information

****CAFSNR Summer Session Contract****

Fill in the name and email for each signing role listed below.
Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

**Authorized Department Representative
(Chair/Head/Director, Business Coordinator, Admin Staff)**

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Instructor

Name: *

Email: *


Department Business Coordinator

Name: *

Email: *

BEGIN SIGNING

- 5) The Authorized Department Representative will complete the “Assignment and Salary” section of the Summer Session Contract and click on the signature box at the bottom of the form to sign.
- 6) Click “Finish” at the top or bottom of the document to send it on to the Instructor at the email address already entered on the PowerForm Signer Information page.
- 7) The Instructor will complete the “Grants” section and click on the signature box at the bottom of the form to sign.
- 8) Click “Finish” at the top or bottom of the document to send it on to the next signer.


COLLEGE OF AGRICULTURE, FOOD SYSTEMS, AND NATURAL RESOURCES

SUMMER SESSION 2024 CONTRACT

By signing this contract, the instructor listed below agrees to provide the following services to North Dakota State University (NDSU), subject to the terms and conditions outlined.

ASSIGNMENT AND SALARY. (To be completed by Authorized Department Representative)

Instructor:	
Assignment: <i>(Course # & Title)</i>	Credit Hours:
Start Date:	End Date:
Salary: \$	

SALARY. Salary is subject to normal Social Security and other deductions, including retirement plans if applicable, but it shall not be supplemented by health insurance benefits sponsored by NDSU for those faculty not already covered.

CANCELLATION. This contract may be canceled under the following conditions:

1. In the event that moneys are determined by the University President to be inadequate to allow full Summer Session funding, the Dean or Provost can cancel this contract by giving written notice at least one month prior to the first day of the assigned responsibility.
2. Courses that do not meet the minimum enrollment requirement by **Monday, two weeks prior to the beginning of your session**, are subject to cancellation. Minimum summer enrollment for graduate courses (700/800 level) is 8 students; all other courses (100-600 level) is 20 students. 400/600 cross-listed courses: 20 students, with undergraduate students counting as one and graduate students counting as two.
3. The faculty member may cancel this contract by giving written notice to the College, if said written notice is given at least one month prior to the first day of class. If written notice is given less than one month prior to the first day of the class, the Department Chair/Head/Director and the College must agree to the cancellation.

Payments will be distributed in accordance with the Payroll Office schedule, based on the start and end dates indicated above.

GRANTS. (To be completed by Instructor)

I plan to use grant funds for a portion of my salary this summer.

I do not plan to use grant funds for a portion of my salary this summer.

If you are planning to receive funds from a grant, you will need to work with your Department Business Coordinator to ensure you are following all policies and procedures related to payment of grants so as not to conflict with payment for summer teaching.

Faculty are subject to the rules and regulations of NDSU. Your duties as outlined in this Appointment are expected not to exceed an average of 130 hours per month for the term of this contract. By accepting this Appointment, you agree to abide by this limit. It is very important that any concerns with this limit and your ability to perform your work within this limit are immediately brought to the attention of your supervisor, and you and your supervisor will address them promptly. In addition, to ensure compliance with ACA guidelines, you agree to disclose, in writing, either at time of hire or hereafter, any employment with other North Dakota University System institutions/entities or state government agencies. A failure to abide by the terms, conditions and policies of NDSU may result in disciplinary action, up to and including termination of employment.

Authorized Department Representative

Associate Dean

Instructor

Vice President/Dean

A Carbon Copy of the finished document will be sent to the Authorized Department Representative, Department Business Coordinator, Instructor, and Ag Budget. A copy of this contract shall be kept in the employee's personnel file.
 The Summer Session Contract document is maintained by the College. Questions? Contact carrie.hammer@ndsu.edu.

Authorized Department Representative completes this section.

Instructor completes this section.

Signatures

- 9) The form is programmed to be sent to the Associate Dean and the Vice President/Dean for their signatures.
- 10) After all signatures are complete, a Carbon Copy of the finished document will be sent to the Authorized Department Representative, Department Business Coordinator, Instructor, and Ag Budget.