

California University of Pennsylvania

Office of Sponsored Programs & Research

Grant-Funded Contract Request

for Non-Credit Instruction, Non-Teaching, & Tutorial Coordinator

Instructor's Information

Name _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State Zip Code

Compensation & Program Information

Program Title _____

Service Dates: _____ to _____ Cost Center # _____

Compensation for Service _____ Program Director _____

Maximum of _____ Hours @ \$ _____ per Hour Department _____

CONTRACT NOT TO EXCEED \$ _____ Payment Upon Completion Or Payment Bi-Weekly

For Bi-Weekly pay, the Program Director must provide the Payroll Office with a completed Attachment A form each pay period.

Type of Contract Requested

Select the Type of Contract Requested: Non-Credit Instruction Non-Teaching Tutorial Coordinator

Provide details, as applicable: Faculty: Rank _____ Step _____

Non-Credit Instruction Contract

Course Title _____ Location _____

Meeting Dates _____ Times _____

Non-Teaching or Tutorial Coordinator Contract

Description of Duties, Services, and Conditions:

Method of Payment

If the service dates, as provided above, are shorter than one (1) month, payment equaling the gross amount earned, less applicable deductions, will be processed through the University payroll system within five (5) weeks upon completion of the program. If the service dates of this project are longer than one (1) month, you may elect to receive bi-weekly payments by checking the box above. If bi-weekly payments are selected, the Program Director will be responsible for tracking and reporting wages earned to the Payroll Office.

The program, or course, may be cancelled for any reason, including insufficient student enrollment, at the discretion of the Program Director prior to the first regularly scheduled meeting. If the program is cancelled, the terms and conditions of this agreement are null and void; no payment will be made. If the program is altered through mutual agreement between you and the Program Director, an amendment to this contract will be issued.

If you are unable to fulfill your commitment as outlined, you are required to notify the Program Director in writing, three (3) weeks in advance of the scheduled starting date of the class or program. If this contract is for instruction, you will not be paid for any scheduled teaching class for which you are absent. In the event you are absent for a scheduled class, a reduction to the contract amount will be made for each teaching hour missed by applying the following formula (This formula will not apply if the Program Director has made arrangement for a makeup).

$$\frac{\text{Total Contract Amount}}{\text{Total Contract Hours}} = \text{Rate Per Contract Hour} \times 1.2 \text{ Actual Hours Missed} = \text{Reduction in Contract Amount}$$

Changes to the condition and terms set forth in this contract can only be made through a written amendment of this contract with the mutual consent and approval of both parties. Other details of this agreement may be obtained from the Program Director.

If the terms of this agreement are acceptable, please sign and return form to Program Director.

Approval

Employee:	Project Director:
Employee Social Security Number or Employee ID Number:	Dean:
Are you an employee of the Commonwealth of PA? Yes <input type="checkbox"/> No <input type="checkbox"/>	Provost:
Are you a retiree of the Commonwealth of PA? Yes <input type="checkbox"/> No <input type="checkbox"/>	Grants Accounting: