

TOMPKINS CORTLAND COMMUNITY COLLEGE
170 North Street, PO Box 139
Dryden, New York 13053-0139

PROFESSIONAL SALARY AGREEMENT FOR THE FISCAL YEAR: _____

NAME: _____ TITLE: _____

RANK/STEP: _____

SALARY: _____

PERIOD COVERED: _____ to _____

NATURE OF APPOINTMENT: 10 months 12 months Part-Time Adjunct
 Overload Tutorial Teaching Non-Teaching

GENERAL ASSIGNMENT:

The staff member agrees to the following: To teach section(s) as outlined above in accordance with the College master schedule, holding class meetings for the number of hours required by College guidelines; to attend such meetings and to keep such grade and attendance records as the Academic Dean may require, and to submit those records promptly and within the deadlines required by the College.

This salary agreement will be cancelled if there is insufficient and/or a decrease in enrollment which necessitates a revision in the master schedule. What constitutes a decrease in and/or insufficient enrollment shall be in the sole discretion of Tompkins Cortland Community College. This agreement is subject to the approval of the College budget, of which it is a part, by the Board of Trustees of the College, the Board of Representatives of Tompkins County, the Cortland County Legislature, and the Board of Trustees of the State University of New York. It is further understood that the staff member has read and supports the mission, vision and values of the College. This salary agreement incorporates by reference and is subject to the terms and working conditions approved by the Board of Trustees as stated in the Professional Administrators Association contract, the Faculty Association contract or the Adjunct Faculty Handbook, whichever is appropriate.

Date	Staff Member
Date	Dean
Date	Budget and Finance
Date	Human Resources

Calculation of Salary:

For Payroll Use Only

First Payday _____

Last Payday _____

Pay Per Check _____ X _____ = _____

Budget Code _____

