**Southern Arkansas University**

**Magnolia, AR**

**Faculty Contract**

**To: John Doe** **SSN: 555771111** **Page 1 of 2**

**Section A: Offer of Employment**

 Southern Arkansas University offers you the following employment during the 2003-2004 fiscal year.

**Section B: Conditions of Employment**

 It is understood that your regular assignment for the fiscal year may include one or more Saturday or night

 classes at Southern Arkansas University or at an off-campus location.

**Section C: Employment Status**

 Title: Assistant Professor of Business

 Tenure Status: Tenure Track

 Contract Term: 9 Month

 Dates of Employment: August , - May

 Number of Paychecks: If you are a new employee of SAU and your contract begins in the month of August,

 you will receive a total of ten (10) monthly paychecks to be distributed on the last

 work day of each month beginning September 30. New employees that complete

 all necessary payroll forms prior to August 15, will receive a total of eleven (11)

 monthly paychecks beginning August 31.

 If you are a returning employee of SAU, you will receive a total of twelve (12) monthly

 paychecks to be distributed on the last workday of each month beginning July 31.

**Section D: Salary Breakdown**

 Funds Source Amount Account Additional Information (if any)

 Teaching Base Salary \*\*\*\*\*\*\*\*

 Staff Base Salary 0

 Research Salary 0

 Department Chair Salary 0

 Endowed Salary 0

 Grant Salary 0

 Other Salary 0

 Other Salary 0

 Other Salary 0

 Other Salary 0

 Other Salary 0

 **Total Salary** \*\*\*\*\*\*\*\*

Overload teaching salaries are calculated on a nine-month base teaching contract. If you have a twelve-month contract, your nine-month base is equal to seventy five percent (75%) of your twelve-month contract.

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**Section E: Proper Credentials**

 Credentialing is a necessary component of the University's many accreditation processes. By signing this

 contract you certify that you have received the following degree(s) from the appropriate colleges and/or

 universities indicated. If you are a new employee of SAU, Please see the Special Conditions listed in Section

 G, below.

 Bachelor's Bachelor's Degree

 Degree: School:

 Master's Degree: Master's Degree School:

 Specialist Specialist Degree

 Degree: School:

 Doctoral Degree: Doctoral Degree School:

**Section F: Other Conditions**

 If you resign from your position at Southern Arkansas University at a time when your earned salary is more than

 you have been paid, the difference will be paid to you. If you resign from your position at Southern Arkansas

 University at a time when you have been paid more than your earned salary, your resignation will be accepted

 only on the condition that you refund the amount of overpayment.

 If SAU is giving you financial assistance in attaining your graduate degree(s), you agree to remain employed by

 SAU for a period equal to two (2) years for each year of financial support you accepted from SAU. Should you

 depart before the appropriate number of years of service, you agree to repay SAU for any financial assistance that

 has not been accounted for by your service to SAU.

**Section G: Special Conditions (if any)**

1.

If you accept this offer, please sign and return one (1) copy of this contract to the Office of Human Resources within ten (10) days.

 Date Dr. Trey Berry, president

I accept the offer of employment and terms of the contract as stated above.

 Date John Doe