



Dr. [Redacted]  
[Redacted]  
[Redacted]

Contract Number: Spring22- \_388  
Budget Number: 5280/5285

At the request of your department chair, you have been selected to teach the course(s) listed below to be conducted on the Doheny campus. The details of your assignment(s) are as follows:

- |                      |  |
|----------------------|--|
| Course 1: EDU_201_D1 | Course Name: Exploration of Research                 |
| EDU 1/210 D1         |  |
| Course 2:            | Course Name: Supervised Teaching Seminar: Elementary |
| EDU 296B_D3          |  |
| Course 3:            | Course Name: Masters Project Seminar                 |
| Course 4:            | Course Name:   |
| Course 5:            | Course Name:   |
| Course 6:            | Course Name:   |

Begin Date: 1/10/2022  
End Date: 5/6/2022

Salary: [Redacted]

Number of Installments: [Redacted] Installment Amount: [Redacted] First Installment: 1/20/2022 Last Installment: 5/20/2022

**\*\*Please note, if you secure additional employment at the University, your pay date may change.**

Teaching responsibilities include syllabus and course preparation, meeting during the entire scheduled class time, completion of Start of Semester Roll Call, reasonable availability to students outside class for consultation and assistance as needed, evaluation of student performance (grading papers, exams, projects, and the like), and the timely submission of final grades to the Registrar's Office. Your syllabus should be submitted to the department chair (and the Directors of the Weekend College and M.A. in Humanities Program as applicable) prior to the opening of the semester and should be distributed no later than the first day of class.

All Mount employees (including administrators, faculty, staff, and student workers) are required to complete regular compliance training as required by federal, state, or University policies and to support our goal of maintaining an educated workforce. All employees will receive automated training assignments and reminder emails (prior to the due date of course completion) from the Everfi system. All trainings can be completed online, but some in-person options may be available. The below trainings are required:

- Staying Healthy in a Changing Environment for All Employees- COVID training
- Harassment Prevention (US)
- Data Security and Privacy
- FERPA Basics
- Diversity: Inclusion in the Modern Workplace
- Building Supportive Communities: Clery Act & Title IX



**Mandatory COVID-19 Vaccination for Faculty & Staff**

Effective August 1, 2021, all faculty, staff and contract workers performing work at MSMU's campuses or clinical sites will be required to be vaccinated against COVID-19 and must submit the required vaccination information. To submit vaccination information to Human Resources, click [here](#). The University will consider individuals requested from exemption from its mandatory COVID-19 vaccination for (1) medical reasons and (2) based on an employee's sincerely held religious belief, practice, or observance. To read the Full Mandatory COVID-19 Vaccination for Faculty & Staff, click [here](#).

**Mask Requirements on Campus**

Due to the increase of community transmission of COVID-19, Los Angeles County now requires indoor masking for everyone, regardless of vaccination status, effective Saturday, July 17, 2021. Our campus mask requirements were already aligned with this latest update. Therefore, the current indoor mask requirements remain in place on campus.

In addition, we need to verify you are in good health, are asymptomatic, have not tested positive for COVID-19, and have not been exposed to anyone who has tested positive for the virus. Although you have verbally confirmed this, your signature on the contract serves as final confirmation and adherence to the [Mandatory COVID-19 Vaccination Policy for Faculty and Staff](#).

Please confirm acceptance of your appointment(s) and the terms specified in this contract by electronically signing and submitting to the Office of the Provost on or before **Jan. 7, 2022** by clicking "Send" when prompted. This agreement is not valid until your employment eligibility documentation (I-9 Form) is verified. This appointment, as all non-tenured positions at the University, is for employment on an at-will basis. I wish you well in the preparation of your course(s). Please let me know if I can assist you in any way.

Sincerely,

Robert J. Perrins, Ph.D.  
Provost and Academic Vice President

Please place my payroll check in the campus mailbox

Please mail my payroll check to me

Direct Deposit

Last four digits of SSN:

Phone:

Signature:

Date: 1/7/2022