



Online Adjunct Contract

Name: **Thomas Gonzales**

Date: August 14, 2025

Title: Adjunct Instructor III

Department/School: Music & Worship

Agreement

This AGREEMENT is between CEDARVILLE UNIVERSITY, not for profit, hereinafter referred to as the "University" and the undersigned Adjunct Instructor of said University, hereinafter referred to as such.

The parties do mutually agree as follows:

1. **EMPLOYMENT:** The University hereby employs the Adjunct Instructor for the period commencing August 20, 2025 and ending on December 12, 2025, to teach the following course(s):

HUM-1400-05 Intro to Humanities (#stu x 3cr x \$40)

HUM-1400-21 Intro to Humanities (#stu x 3cr x \$40)


In addition to teaching the course(s) listed above, the Adjunct Instructor shall perform such related services and duties as shall be assigned from time to time by the University. The Adjunct Instructor hereby accepts such employment for the compensation set forth below and agrees to serve the University well and faithfully and shall devote the time and attention as is necessary to perform the duties required for instruction of the University's students.

It is agreed by the parties that the Adjunct Instructor shall be a titled or unranked faculty member without the privileges and benefits of ranked faculty members. The Adjunct Instructor acknowledges that he/she understands that the employment offered in this contract is only for the time period specified and is contingent upon the satisfactory completion of a background check, should an acceptable background check not already be on file with the University. Duties and responsibilities begin on the first day of class and end after submission of grades.


2. **COMPENSATION:** As compensation for teaching an online course, the University shall pay the Adjunct Instructor the amount shown on the Undergraduate Online Course Pay Scale (before taxes) considering both the number of students and the credit hours of the course, paid semi-monthly in eight (8) equal pay installments, beginning on September 15, 2025 and ending on December 30, 2025. Increases or decreases in total compensation as a result of enrollment will be made in a manner consistent with the Undergraduate Online Course Pay policy. The final amount will be determined based on the number of students in the course on Census Day as determined by the Registrar's Office of the University. This agreement may be cancelled by the University on or before Sept 2, 2025, in the event that enrollment does not meet the minimum of seven students or if this contract is not returned to the University. In the event the course is required for a reason determined by the University and the minimum enrollment is not met, the course may be offered at the pay noted on the Online Course Pay policy. In addition, the University may terminate this Contract with or without cause upon thirty days written notice to the Adjunct Instructor.
3. **TERMS:** The University and its Adjunct Instructors, including the undersigned, concur that it is important for Adjunct Instructors to provide leadership for students by instruction and example. Therefore, it is agreed that the following are conditions of employment and the Adjunct Instructor shall:
 - a. Be a born-again believer in Jesus Christ who is committed to personal holiness, spiritual growth and service, and a member in good standing, actively participating in a church whose doctrinal positions are in substantial agreement with the Doctrinal Statement of Cedarville University, and which does not align itself with groups and organizations which would compromise those theological commitments;

- b. Demonstrate a regular and consistent pattern of church attendance, attendance at regularly scheduled services, together with special meetings;
- c. Be active in the work of such local church above described. As used herein, "active" shall mean support of and participation in the ministry of such church in addition to attendance as defined above. It is further understood by the parties that speaking engagements and similar activities are permitted and encouraged by the University. The University shall consider such efforts by the Adjunct Instructor in its consideration of his/her attendance at an activity in a local church;
- d. Understand and fully concur with the Mission and each and every provision of the Doctrinal Statement of the University;
- e. Understand and agree to abide by the Standards of Conduct of the University and the General Workplace Standards Policy;
- f. Refrain from publicly advocating views which are contrary to the Doctrinal Statement, corporate policies, Community Covenant, and General Workplace Standards of the University. While academic freedom and the positive interchange of ideas are encouraged, discussions of those views above described are appropriately held with administrators;
- g. Understand and execute all applicable matters contained in the Faculty Handbook;
- h. Fulfill ministering duties by encouraging others to cultivate intimacy with God and growth in Christ-like character through personal and corporate spiritual disciplines interacting with the University community as an ambassador of Christ. These duties reflect the Adjunct Instructor's role in conveying Cedarville University's message; carrying out the mission to lead others toward Christian maturity; faithfully teaching a biblical worldview; and providing an example as set forth in Scriptures;
- i. Accept by mental assent and abide by lifestyle those provisions contained in the University's official Community Covenant and General Workplace Standards;
- j. The Adjunct Instructor understands, and agrees, that,
 - i. The University is unique from secular universities and many private, religious universities in its mission to train students and transform lives in a manner consistent with its Doctrinal Statement, Community Covenant, and General Workplace Standards;
 - ii. The Adjunct Instructor has a substantial and significant role in the University's mission and his/her actions play a vital role in the very core mission of the University;
 - iii. The Adjunct Instructor, in his/her teaching and lifestyle, has a responsibility to lead others toward Christian maturity and faithfully teach the Word of God consistent with the University's Doctrinal Statement, Community Covenant, and General Workplace Standards;
 - iv. The Adjunct Instructor is responsible to integrate the Bible and biblical principles in his/her teaching and field of study;
 - v. For all fields of study, teaching at The University is a teaching ministry for the purpose of building God's kingdom; and
 - vi. Regardless of an Adjunct Instructor's field of study/teaching, he/she must be available to pray with students and explain religious doctrine to students.

ADJUNCT INSTRUCTOR:

Signed by:

40531FD6745E444...

CEDARVILLE UNIVERSITY:


Thomas S. Mach, Ph.D.
Vice President for Academics & CAO

Undergraduate Course Pay Policy

II. Online Courses

Undergraduate Online Course Pay Scale (per student)

Title/Rank	Per Student Amount
Bachelors Credentialed Adjunct	\$35
Masters/Doctorate Credentialed Adjunct	\$40
Full-Time Assistant Professor	\$45
Full-Time Associate Professor	\$50
Full-Time Professor	\$55
Full-Time Senior Professor	\$60

- a) The contracts are issued based on current enrollment on the date of issue, then will be adjusted based on enrollment at Census Day. Any increase or decrease in total compensation will be calculated and at that time. Please reference the Undergraduate Course Schedule in MyCU for enrollment numbers. If students drop the course after Census Day, instructor compensation will not be penalized. For semester-long courses, Census Day is at 5:00 pm on the Friday of the first full week of class. For 8-week courses, Census Day is at 5:00 pm on the 2nd full day of class.
- b) Courses that do not meet the minimum enrollment of 7 students may be canceled by the University. In the event the course is required for a student to progress, and the minimum enrollment is not met, the course may be offered at the discretion of the University.

Pay Formula:

- **# of students x # of credit hours x per student amount**

Pay Example:

- An MA Credentialed Adjunct has 25 students in a 3-credit hour course at Census Day.
25 students x 3 credit hours x \$40 = \$3000
- A FT Associate Professor has 18 students in a 4-credit hour course at Census Day.
18 students x 4 credit hours x \$50 = \$3600

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Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

8/14/2025 11:28:43 AM

Envelope Updated

Security Checked

8/14/2025 1:20:06 PM

Certified Delivered

Security Checked

8/16/2025 1:55:46 PM

Signing Complete

Security Checked

8/16/2025 1:56:23 PM

Completed

Security Checked

8/16/2025 1:56:23 PM

Payment Events

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Electronic Record and Signature Disclosure

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To contact us by email send messages to: contracts@cedarville.edu

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