



LCCC Life Enrichment Instructor Proposal Form

Important Instructor Information:

All Life Enrichment instructors are required to be employed by the college. Instructors cannot work until all their paper work is complete in the HR office. Each instructor must complete an application, background check and have their Identification and W-4 form on file with the LCCC HR office before their class can be included in the Life Enrichment Class Schedule.

All Instructors are required to be current on the Federally-mandated Title IX training every year. This is required for any individual working with students. The training generally takes place on-line. For additional questions or Title IX training deadlines please contact the LCCC Life Enrichment Program Manager.

The adjunct employee relationship is an at-will position. **By submitting a proposal, one is not guaranteed to teach a class.** All proposals will be considered for the schedule each semester they are submitted. All proposals must be submitted by the proposal deadline.

Adjuncts are paid on the last business day of the month, if the class ends prior to the payroll download. If a class ends after the payroll download the adjunct is paid at the end of the following month. Please contact the Program Manager for detailed information on the pay cycle. All paychecks are mailed on the last business day unless direct deposit is set up with the Payroll office.

Instructors will be paid 50% of tuition per paying student enrolled in the class. Tuition payment is the cost of the class after any predetermined class supply costs are deducted.

FALL OF 2017 PROPOSALS DUE ON MARCH 23, 2017

Fall Semester dates are September 5, 2017 to December 15, 2017

The campus will be closed September 4, 2017 November 22 to 26, 2017 and December 22, 2017 to January 1, 2018

No classes will be held during these closure dates.

I understand the requirements for teaching for Life Enrichment. *Please type or Sign name below*

FALL 2017 Life Enrichment Instructor Proposal due **March 23, 2017.**

Name

Mailing Address:

Phone Number:

E-mail

Do you like your current classroom or do you have a classroom preference?

Location

Cheyenne

Laramie (ACC Campus)

Pine Bluffs Outreach Center

Please Detail any equipment requirements (TV, DVD player, LCD projector, etc.) or special room needs (sink, tile floor, outlets, etc...) that you may have.

Do you have an Eagles Eye Account

Yes

No

Class Title:

Class Minimum # of
Students:

Class Maximum #
Students:

Cost:

Textbook/Class
Supplies

****Proposals with different titles must be on a separate proposal form. If proposing more than one class with the same title(same class, different section), please complete the information below.**

SECTION #1

Start
Date:

End Date:

of Sessions

Days

Su

M

T

W

Th

F

Sa

Start
Time

AM
PM

End
Time

AM
PM

Office Use Only

Cour
se #

Tuition:

Room #

Sect

Section #2

Start
Date:

End Date

of Sessions

Days

Sun

M

T

W

Th

F

Sat

Start
Time

AM
PM

End
Time

AM
PM

Office Use Only

Cour
se #

Tuition:

Room #

Sect

Course Description

