MONTCLAIR STATE UNIVERSITY

College of Humanities and Social Sciences
Office of the Dean
Dickson Hall, Room 401
Office: 973-655-4228
https://www.montclair.edu/chss/

ADJUNCT APPOINTMENT FORM & CONTRACT AGREEMENT

Name: Schultz, Kimberly

Please complete the following:

MSU Email: schultzk@montclair.edu

Home Address: [redacted] City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Personal Email Address: [redacted]

By signing this appointment letter:

- I understand I am required to verify enrollment of students (reminders sent from Provost's Office).
- I understand that all university-related communication (including those with students) must occur through my Montclair State University email account, Canvas, or phone (i.e. communication via personal email accounts not permitted).
- I understand that this appointment is contingent upon student enrollment and other scheduling needs that may arise.
- I agree not to teach more than 12 credit hours within the academic year (Fall and Spring semesters) at Montclair State University.
- I will post Canvas courses two weeks in advance of the start date listed for the course.
- I will share course syllabi with department (via chssadmin@montclair.edu) two weeks in advance of start date listed for the course.
- I am responsible to submit final grades in accordance with university deadlines (reminders sent from Registrar's office).

Semester: SPRING 2024

Course #1	
Course	Legal Reasoning
CRN#	JURI 324 01 23550
Program	POLS
Part of Term	1
Delivery Mode	SON
Room	SON
Meeting Day	-T-----
Time	1730 2000
Credits	3

Note: *to review your per credit amount, please view your activity pay in Workday after January 16, 2024*

If you accept this offer of appointment, **please sign and date in the space provided below and return via email to chssadmin@montclair.edu**

Kimberly Schultz	/s Kimberly Schultz	12/22/2023
Print Name	Signature	Date

APPROVAL

Chairperson	Signature	Date

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Semester: SPRING 2024

	Course #1
Course	Legal Information Mgmt
CRN#	LAWS 572 01 24400
Program	POLS
Part of Term	1
Delivery Mode	AON
Room	AON
Meeting Day	-------
Time	
Credits	3

Note: *to review your per credit amount, please view your activity pay in Workday after January 16, 2024*

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Kimberly Schultz	/s Kimberly Schultz	12/22/2023
Print Name	Signature	Date

APPROVAL

Chairperson	Signature	Date