

Appendix D—Employee Acknowledgement

Completion of Online Orientation for NEW Adjuncts

I acknowledge that I have received an online copy of the Concordia University *Adjunct Faculty Handbook*. I understand that I am responsible for becoming familiar with it and I agree to abide by all rules, regulations, policies and procedures outlined therein. I understand the mission statement of the university and will, with God's help, do my best to fulfill this mission. I further understand that Concordia University will not be bound by any oral promises made as to length of employment, job movement, rates of future pay, or any other conditions of employment.

Employee's name

(print) _____

(sign) _____

(date) _____

Completion of Online Orientation for RETURNING Adjuncts

I acknowledge that I have completed and understand the information contained in the online adjunct orientation. If questions arise over adjunct policies or procedures, I understand that I can contact the appropriate dean or the registrar's office for further clarification.

Employee's signature _____

Date _____

Dealing with Religious Attitudes of Students for ALL Adjuncts

Please read the information on this topic found on pp. 8-9 in the *Adjunct Faculty Handbook*. Since Concordia University is a Lutheran, Christian university you are encouraged to share and/or incorporate your Christian faith into the classroom. Just be conscious that the student body of Concordia is quite diverse with respect to religious denominations and beliefs. In general, if you approach religious beliefs and concepts from an intellectual point of view, this can take the emotional element out of the discussion. In some cases, debates or discussions on religious topics may be handled more appropriately outside of the classroom, especially if the discussion is not directly related to the topic at hand or has the potential to become emotional. Should you have concerns over the appropriateness of certain religious topics, contact your dean or division chair for advice.

Additionally, I have reviewed Concordia University's policies and procedures pertaining to the following (indicate by placing your initials on the line in front of each item):

- _____ Mission Statement and Lutheran Belief Statement
- _____ Emergency Contact Information (completed and returned with signed contract)
- _____ Academic Honesty policy
- _____ Copyright Infringement policy