Alternative Compensation Form

This form is only used to pay a position that cannot be processed through the electronic contract system. (FLAC) All fields below are required. Submit completed form to Human Resourses for processing.

Employee Name:	ID Number:

This is an agreement between the above-named person and Cabrini University that the below course was taught and all responsibilities were carried out and completed satisfactorily.

Course Title:	Dates course held:
Compensation Amount:	Position Number-Suffix:

Reason this contract was not processed through FLAC system:

As a member of the Faculty at Cabrini University, you will observe policies and procedures and contractual commitments of the University as expressed by the Mission and Core Values and the Faculty Handbook. Participate as a responsible member of the Cabrini University Faculty as outlined under Contract Policy and Procedure. Recognize that these requirements may be modified from time to time and are applicable as modified. Failure to comply may constitute grounds for adverse action. The University has the discretion to make academic and administrative personnel decisions in the Univerity's best interests consistent with these requirements and its judgement on performance. A minimum enrollment of ten students is required in a course. Failure to meet this requirement will make the job null and void and the course may result in cancellation.

Faculty Appointee:		
Print Name	*Signature*	*Date*

Dean:		
Print Name	*Signature*	*Date*

Provost/VP for Academic Affairs:
(Only required for payments to Dean's or where a conflict of interest will arise with Dean's approval)

Print Name	*Signature*	*Date*