



ADJUNCT EMPLOYEE ACKNOWLEDGEMENT

I, _____, an employee of Concordia University Texas, hereby acknowledge that I have been made aware of, have access to and accept responsibility for reading and adhering to the below handbooks/ materials. I also agree to complete the below mentioned trainings through the Blackboard (Bb) Learning portal within one month of my employment.

- **Faculty Handbook** - will be available on Tornado Times upon hire under the Provost Office page: [Handbook for Faculty](#) tab

- **Adjunct Training**
 - Module 1 – Introduction
 - Module 2 – General Things to Know
 - Module 3 – Information Security and Technology
 - Module 4 – General Expectations & Course Preparation
 - Module 5 – Grading and Student Attendance
 - Module 6 – Student Support
 - Module 7 – Student Conduct
 - Module 8 – Campus Safety

I agree to abide by the standards, policies and procedures defined and referenced in the above materials.

The above materials are subject to change. I understand changes in university policies may supersede modify or render obsolete the information summarized above. As the university provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand the CTX handbook(s) will not modify a contractual employment relationship nor alter an at-will employment relationship, and I accept responsibility for contacting my supervisor or the university's Human Resources Department if I have questions or concerns or need further explanation.

I understand this agreement and agree to its terms.

Employee Signature

Date

