

The Temporary Faculty Member Contract Template is a template to be added to Microsoft Word to edit and create temporary (contractual) faculty member contracts for the Fall and Spring semesters.

## USING THE TEMPORARY FACULTY MEMBER CONTRACT TEMPLATE

Follow these directions to download and use the template:

- 1) Download the SU Temporary Faculty Member Contract Template from <http://www.salisbury.edu/helpdesk/policies.html>. Choose **Save As** when prompted, or if you aren't prompted, right-click the link and choose **Save As**.
- 2) Save the file to your templates folder. By default, user templates files are stored in the following location:
  - a) In Windows XP: **C:\Documents and Settings\user name\Application Data\Microsoft\Templates**
  - b) In Windows Vista or in Windows 7: **C:\Users\user name\AppData\Roaming\Microsoft\Templates**
  - c) Try copying and pasting the path and replacing **user name** with your user name if you can't see some of the folders.
- 3) Open Word.
- 4) Select the **File** tab.
- 5) Click **New**.
- 6) Click **My Templates** from **Available Templates**.
- 7) Select **140-Temp contract.docx** and then click **OK**.
- 8) Fill out the form as necessary and save the file as you normally would.

Additionally, you will need to attach one of the following documents to your printed contracts. You can download them from <http://www.salisbury.edu/helpdesk/policies.html>.

USM Bylaws for *Full-time* Temp Faculty

USM Bylaws for *Part-time* Temp Faculty