Dear:

I am pleased to formally offer you the position of Part-Time Instructor for _______ (enter semester and year). Your contract details are outlined below. This is a tentative schedule which is subject to change by the Unit Head.

<table>
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<tr>
<th>Course(s)</th>
<th>Times</th>
<th>Comments</th>
<th>Credit/Contact hrs</th>
<th>Position #/(s)</th>
<th>Amount(s)</th>
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<th>Total Salary</th>
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The semester/year begins on ___ and ends on _____. The pay dates are (please list dates). It is expected that the total time commitment for all courses above will be approximately ____ clock hours per semester (inclusive of time for teaching, preparation, office hours and evaluation activities). This is ______ hours per pay period. (Hours per pay period = clock hours per semester / number of pays for this appointment.)

Part-Time Instructor cannot teach more than 9 credits per semester, or have a time commitment expectation greater than 27 hours per week or 450 hours per semester across the University, without prior permission from the Provost. Any appointment with more than either 9 credits, 27 hour per week, or 450 hours per semester time commitment expectation will not be entered on payroll without Provost approval.

Your appointment is subject to the provisions of the University’s Administrative Manual that apply to all adjunct faculty. This appointment is to be a non-tenurable position and provides you no credit towards tenure. This appointment is for the semester/year only and does not imply continued employment. Your appointment is dependent upon adequate departmental student enrollments to be determined after registration is complete. If your appointment is cancelled within one week of the beginning of class, your compensation will be 15% of the amount for the cancelled class. No retirement or other fringe benefits apply to this appointment. Parking stickers will be sent to you by mail.

Also, the Immigration Reform and Control Act of 1986 requires a completed Form I-9 on all persons hired verifying identity and work eligibility. Your employment is further contingent upon meeting the requirements imposed by this law. You are to complete Form I-9 in your Department, the Dean’s Office, or Human Resources along with presenting acceptable documentation. **INS mandates that you complete a Form I-9 within 3 days of your employment.** If you have any questions, please feel free to contact the unit head of your department or school.

You are not required to have a photo identification card, however if you would like one so you can ride the bus or use the fitness center free of charge, please contact the Human Resources Office at 331-2215.
If you find these arrangements acceptable, please sign, date and return the original copy of this letter by date as an official indication of your acceptance of the appointment conditions proposed. A duplicate copy is included for your records.

Sincerely,
Dean
Division

(SOCIAL SECURITY NUMBERS SHOULD NOT APPEAR ON LETTER)

Signature & Date:

____________________________________
____________________________________________________________________

Provost approval for appointments with more than 9 credits or a 27 hour expectation

cc: Provost, Human Resources, Unit Head
Position#
Account#