

Letter to be sent to a *new* part-time faculty hire (by the Dean's office):

<<date>>

<<name>>

<<address>>

<<city, state, zip>>

Dear _____:

On the recommendation of _____, Chairperson of the _____ Department, I am pleased to offer you an appointment to teach on a part-time basis for the _____ term. The appointment is effective _____ and extends through _____. You will be compensated at the rate of _____. At this time, it is anticipated that you will be assigned to teach _____. This offer is contingent upon student enrollment and program need. If as we approach the beginning of the semester, enrollment in one or more of your classes is low, we may have to cancel it. If a course is cancelled, we shall notify you as promptly as possible. This offer is likewise contingent upon the results of a criminal background check, which is required of all new hires.

If you accept this offer, please sign below and return one copy of this letter, along with the completed University of Scranton Part-Time Faculty Application, and the permission to perform a criminal background check which are enclosed. Please return all three documents to my office in the envelope provided (or via email, if applicable).

If you have any questions or problems with the deadline listed above, please contact my office at (570) 941-_____.

Sincerely,

Dean, _____

Cc: Payroll Office
Department Chairperson

Please sign below:

I agree to teach _____ in _____ semester at the rate of _____ per credit for a total of \$ _____.

Name

Date