**Adjunct Offer Letter Template for Spring 2025**

**Only Change Items In Green Text Then Update All Text To Black**

**PLACE ON DEPARTMENT/COLLEGE LETTERHEAD**

Date

Adjunct Name

Address

City, State, Zip

Email

Dear Dr./Mr./Ms. Last Name:

It is my pleasure to offer you an appointment as an Adjunct Faculty in the Department of name of department, College/School of Name at the University of North Texas. Dr. name of chair recommends that you be appointed as an adjunct faculty at a salary of $amount for the Spring 2025 semester for teaching the following course(s). You will be appointed at xx% FTE, which is equivalent to xx hours per week, for the payroll appointment period of January 16, 2025 to May 31, 2025. Your class duties will commence on January 13, 2025.

* Course Title (FTE)
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All course assignments are subject to and contingent upon sufficient student enrollment, redistribution of faculty course assignments, and fiscal resources. Your appointment for this semester does not guarantee an appointment in future semesters but does make you eligible for consideration.

All new adjuncts are expected to complete New Adjunct Orientation online, which will include information regarding any benefits programs, as applicable (more information on Benefits can be found here: <https://hr.untsystem.edu/benefits/new-employees.php>, or contact HR Benefits directly).If applicable, the orientation information will be provided with your onboarding email after the processing of your criminal history background check. This orientation must be completed within your first 30 days of employment. You may also be required to attend your college/school or departmental faculty orientations and/or faculty meetings, if applicable.

If you are a Teacher Retirement System of Texas (TRS) retiree, it is your responsibility to consult with TRS to ensure that total hours and/or days worked with UNT and any other TRS covered employer (including but not limited to state agencies and ISDs), will not have a negative effect on your TRS annuity. Additionally, you may wish to consult HR Benefits ([HRBenefits@untsystem.edu](mailto:HRBenefits@untsystem.edu)). This appointment is not a benefits eligible position unless you are appointed at .50% FTE or greater, for a period of 4.5 months.  (Adjunct faculty members are only eligible to participate in retirement and health insurance benefits if teaching at least 50% time for a period of at least 4.5 months).  If you are appointed at .50 FTE or greater for 4.5 months, participation in a retirement plan is mandatory per State of Texas regulations.

Add any additional information required by your college/school such as required documents, forms, handbooks, etc. and instructions of where and when to return those documents.

This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. You will not be permitted to work at UNT without proper authorization and you will be responsible for providing the institution with verification that such authorization has been obtained on or before your third day of work. Should you become ineligible or unavailable to continue your faculty appointment at any time because of your immigration status, your employment may be terminated immediately in accordance with federal and state law and university policy.

Employment at UNT is contingent upon a satisfactory criminal history check. If the results of the criminal history check indicate that you would be unable to successfully fulfill your responsibilities, you will be notified, and this offer will become null and void.

Prior to your first day of employment, you must provide the Office of the Provost and Vice President for Academic Affairs your official transcript(s) with your highest degree. If you earned your highest degree from UNT, [signing this letter](https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sso.unt.edu/idp/shibboleth&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fef7706eb-14a7-4652-b75c-474e31ce9e81) authorizes Academic Resources to obtain your official transcript from the Office of the Registrar and you will not need to provide an official transcript. If your highest degree was earned internationally, a certification by an agency certified by the National Association of Credential Evaluation Services (NACES) is required to validate the U.S. degree equivalency. Please send the required document(s) to: Office of the Provost-Academic Resources, 1155 Union Cir, #311190, Denton TX 76203-5017.

If you have any questions, I urge you to contact your chair, Dr. name of department chair at area code and phone number, or the departmental administrative assistant, Ms./Mr. name of AA, at area code and phone number, or anyone in the dean’s office, at area code and phone number.

This offer letter will serve as assurance of this institution’s commitment to your appointment in accordance with the described terms. No previous written or oral commitment will be binding on the University of North Texas except as specified in this letter.

Please respond to this offer within 14-days of receipt of this letter.

I look forward to working with you in the coming year and/or other closing or personal remarks.

Sincerely,

*Add Signature*

Chair’s Name

Chair, college/school