**Adjunct Offer Letter Template**

Date

Adjunct Name

Address

City, State, Zip

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 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 Semester Year (e.g. Spring 2020) 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 Month-Day-Year to Month-Day-Year (generally 9-1-xx to 10-31-xx for Fall 8 week 1, 11-1-xx to 1-15-xx for Fall 8 week 2, 1-16-xx to 3-31-xx for Spring 8 week 1, or 4-1-xx to 5-31-xx for Spring 8 week 2*)*.

* 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.

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 Texas Public Higher Education employers and Texas Public Independent School Districts), will not have a negative effect on your TRS annuity.

All new adjuncts are expected to complete New Adjunct Orientation online. 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. Your class duties will commence on month, date, year of first day of classes.

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 month, date and year (first day faculty are expected to report to UNT). 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. In the event that the results of a complete criminal history check have not been received prior to beginning employment due to COVID-19, employment will be terminated in the event of adverse findings.

This appointment is not a benefits eligible position.  Adjunct faculty members are only eligible to participate in retirement and insurance programs if they teach at least 50% time for a period of at least 4.5 months.

Prior to your first day of employment at the University of North Texas, official transcripts for your highest degree completed must be on file in the departmental office and in the Office of the Provost and Vice President for Academic Affairs. Please have them sent at your earliest convenience, if you have not already done so.

I wish to call your attention to the enclosed Adjunct Offer Letter Addendum. It is included to make you aware of selected university policies, procedures, and expectations that relate to new faculty. This information should help acclimate you to the UNT community. Please understand that the information in the addendum is also subject to being revised or updated by the university in the future. Please note that the provisions appropriate for you will govern your appointment and future revisions or updates may apply to you as well. 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 letter and the attached addendum 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 except as specified in this letter and attached Adjunct Offer Letter Addendum.

Please respond to this offer by signing in the space provided and returning it by month, date and yearto:

[Academic.Resources@unt.edu](mailto:Academic.Resources@unt.edu) and/or Department Email

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

Sincerely,

Name of person responsible for hiring

Title

Enclosures

I accept the offer as described in this letter and as governed by the appropriate provisions of the Adjunct Offer Letter Addendum.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_