**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 1-15-xx for Fall or 1-16-xx to 5-31-xx for Spring*)*.

* Course Title (FTE)
* Course Title (FTE)

This appointment is 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.

Your class duties will commence on month, date, year of first day of classes. 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.

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.

**Onboarding Requirements**

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.

This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. You are responsible for providing the university verification that you are eligible to work in the U.S. no later than August XX, 20XX (or earlier if faculty are expected to report to UNT before this date). You will not be permitted to begin working without proper authorization. Should you become ineligible or unavailable to continue your faculty appointment at any time because of your immigration status, your employment is subject to immediate termination in accordance with federal immigration laws and university policy.

Employment at UNT also is contingent upon a satisfactory criminal history check, which must be completed prior to your first day of employment. If the criminal history check returns an adverse report, you will be notified, and this offer may be withdrawn.

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 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.

It is important that you review the enclosed Adjunct Offer Letter Addendum. It informs you of selected university policies, procedures, and expectations that relate to new faculty. This information should help acclimate you to the UNT community.

**Acceptance**

I hope the terms of this offer are satisfactory to you. If you have any questions contact your chair, Dr. name of department chair at phone number and email address, or the departmental administrative assistant, Ms./Mr. name of AA, at phone number and email address, or Ms./Mr. name in the dean’s office, at phone number and email address.

Please respond to this offer by signing in the space provided and returning the signed letter by month, date and year (14 days from date of offer letter) to: [Academic.Resources@unt.edu](mailto:Academic.Resources@unt.edu).

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[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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_*(initial)* I confirm my highest degree was earned at the University of North Texas and authorize the Office of Academic Resources to obtain your official transcript from the Office of the Registrar to satisfy the required transcript documentation requirement of the position.