Click here to enter a date.

(Name)

(Address)

(City), (State) (Zip)

Dear (Name):

I am pleased to offer you the position of Adjunct Lecturer in the (Name of Department/School) for the (ex: Winter 2006) semester. Your appointment begins on Click here to enter a date.

Your tentative assignment and salary for this semester are as follows:

**Example:**

Advising $1,000

(Insert brief description of advising duties)

Lab Coordination $650

(Insert brief description of lab coordination duties)

Eastern Michigan University strongly encourages all employees to be fully up to date with their COVID-19 vaccination series, inclusive of any boosters authorized and recommended by the Centers for Disease Control (CDC) or other federal, state, or local health department authorities.  The most current information from the CDC related to vaccines and remaining up to date with boosters may be found via its website.  As a condition of employment, all candidates who are extended offers of employment are required to submit information as to their vaccination status on or before their first day of employment pursuant to University Policy.  Vaccination status must be submitted via the University’s website (<https://www.emich.edu/emusafe/reporting.php>).    
   
Additional information about these policies and procedures may be found via <https://www.emich.edu/emusafe/>.  The terms and conditions of employment as described above shall remain in full force and effect until such time as the University, in its sole discretion, amends its Policy. This includes all instructional staff, regardless if you are teaching on-campus or remote.

In the event that you are offered an appointment on EMU’s campus with another department, you are required to notify me prior to accepting that offer. In the event of early termination, the University agrees to pay you that portion of your salary which is due up to the specified termination date. This payment shall be a full and complete satisfaction of all claims against the University under this Agreement. If you are tentatively scheduled to teach more than one course or more than one section of a course and the course or section is canceled, your salary as identified above will be adjusted to reflect the reduced appointment. Neither this offer of employment nor an approved fixed term appointment carries any presumption of reappointment or tenure beyond the period set forth in this letter.

If this is your first semester of employment at EMU, then you are expected to complete the Sexual Harassment Prevention Training located at <https://emuetraining.bridgeapp.com/learner/courses/416a78df/enroll>. The training will be available to you after your first day of hire.

In addition, please make sure that you send official transcripts of your highest degree earned either electronically to: [cwhite4@emich.edu](mailto:cwhite4@emich.edu) or by postal mail at: Eastern Michigan University, Academic HR, 103 Boone Hall, Ypsilanti, MI 48197. **If AHR has not received your official transcript by the end of your first semester of employment, you will not be approved for rehire until that transcript has been received.**

If the terms of this offer of employment are acceptable, please sign one copy of this letter and return it to me by December 1st to ensure your compensation is processed for the first pay of the semester.

I am pleased that you will be joining us for this semester. If I can be of assistance, please let me know.

Sincerely,

(Name of Department Head/Director)

CC: Academic Human Resources

I accept this appointment under the terms set forth above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Date