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
Lab Coordination $650

In the event that you are offered 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 your schedule changes, your salary as identified above will be adjusted to reflect the revised 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. Further, in accordance with University policy, the University reserves the right to terminate or revise the appointment, with or without cause, at any time.

If this is your first semester of employment at EMU, within the first two weeks of your employment you are expected to complete the Sexual Harassment Prevention Training located at <http://training.newmedialearning.com/psh/emichu/index.htm>. After completion, you need to print off the certificate and send it to the address indicated for placement in your personnel file.

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.

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Name Date