Click here to enter a date.

(Name)

(Address)

(City), (State) (Zip)

Dear (Name):

I am pleased to offer you the position of Part-Time Lecturer A in the University Library for the (ex: Winter 2006) semester. Your appointment begins on Click here to enter a date..

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

Click here to enter text.

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 tentative schedule includes multiple work segments and any segment 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.

This appointment is subject to all terms and conditions of employment agreed to in the Collective Bargaining Agreement By and Between Eastern Michigan University and The Part-Time Lecturers’ Unit of Eastern Michigan University Federation of Teachers (EMUFT).

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/pwh/emichu>.

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