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 in the (Name of Department/School) for the (ex: Winter 2021) semester. Your appointment begins on Click here to enter a date.

Your PTL ranking will be a PTL 1 and your appointment period will be for one semester.

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

**CRN Course Number Schedule Type Credit Equiv Salary**

12345 BIOL 101 Lecture 3 $3,375  
25847 BIOL 101 Lab 1 $500

Eastern Michigan University strongly encourages all employees to complete their COVID-19 vaccination series such that they may be deemed “fully vaccinated” as defined by the Centers for Disease Control or other federal, state, or local health department guidance.  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>).

Employees who are not fully vaccinated as described above, with proof of vaccination status on file with the University, will be required to participate in weekly COVID-19 testing beginning January 10, 2022.

If you are a PTL who teaches fully online, will not be on campus and lives beyond a 75 mile radius from EMU, you are exempt from this policy and will not be asked to test weekly.

On site testing is available to employees at the University’s campus.  Employees opting to test off site are responsible for any applicable out of pocket costs.  Employees may update their vaccination status at any time, and unvaccinated employees will no longer be required to undergo regular, weekly testing upon submission of proof of full vaccination.  The University requires that all employees, regardless of vaccination status, adhere to all COVID-19 related policies and procedures in place at the University at all times which may include, but not be limited to, face covering protocols and additional evidence based testing requirements.

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 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](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.**

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).

You may find a copy of the CBA at the following URL:

<https://www.emich.edu/ahr/documents_menu/fcontracts.php>

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