

Date: _____

EID: _____

Name: _____

Dear

I am pleased to offer you the position as a rehired Part-Time Lecturer in the Department/School of _____ for the _____ semester.

Your appointment begins on _____.

Your current PTL ranking is _____. If you are a PTL1, then your appointment period is for one semester. If you are a PTL2 or PTL3, then your appointment period is for one year, contingent on the availability of courses.

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

<u>CRN</u>	<u>Course Number</u>	<u>Schedule Type</u>	<u>Credit Equivalency</u>	<u>Salary</u>
------------	----------------------	----------------------	---------------------------	---------------

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.

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 Eastern Michigan University Chapter of The 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 return a signed copy of this letter to me by _____ 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 and Title
Eastern Michigan University

I accept this appointment under the terms set forth above.

Signature

Date

CC: Academic Human Resources