

EID: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dear

I am pleased to offer you the position of Part-Time Lecturer in the \_\_\_\_\_  
for the \_\_\_\_\_ semester.

Your appointment begins on \_\_\_\_\_.

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:

<u>Job Title</u>	<u>Hours Worked Per Week</u>	<u>Salary</u>
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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.

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.**

Your acceptance of this position is with the understanding that your final appointment is contingent upon successful completion of a background investigation. 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](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