Click here to enter a date.

(Name)

(Address)

(City), (State) (Zip)

Dear (Name):

I am pleased to offer you the position as a rehired Part-Time Lecturer in the (Name of Department/School) for the (ex: Fall 2022) semester. Your appointment begins on Click here to enter a date.

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

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 be fully up to date with their COVID-19 vaccination series, inclusive of any boosters authorized and recommended by the Centers for Disease Control (CDC) or other federal, state, or local health department authorities.  The most current information from the CDC related to vaccines and remaining up to date with boosters may be found via its website.  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>).

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.

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