Date

Name

Address

City, State, Zip Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you an appointment as a College Credit Plus (CCP) Instructor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Kent State University. The term of this appointment is from \_\_\_\_\_\_\_\_\_, 20\_\_ through \_\_\_\_\_\_\_\_, 20\_\_. This appointment provides you with an opportunity to work with our faculty and to be a member of the Kent State community.

Responsibilities of a CCP Instructor in the Department of \_\_\_\_\_\_\_\_\_\_\_include:

* **Complete Roster and Academic Presence Verification**
  + Faculty should verify roster on FlashLine and communicate any changes or discrepancies to the University CCP Campus Representative
  + Anyone appearing on your roster on FlashLine is enrolled in your course. If you do not see a student that should be on there, please notify the counselor and the CCP office from your campus immediately. If there is a student on that roster that is no longer in your class, again notify counselor and campus immediately as they are still registered for the course.
* **Adhere to Kent State University Grade Processing Deadlines**
  + **Submit Mid-term and Final Grades**
    - Mid-term grades should not appear on the HS transcript, only final grades.
    - Final grades must be identical to grades on the college transcript.
      * For example, if a student received a B+ in the college course, a B+ must also appear on the high school transcript.
* **Abide by University FERPA Regulations**
* **Refrain from using a high school learning management system (e.g. Progress Book or Moodle)** **for grades in CCP courses. Instead use Canvas or alternative University approved means to track grades.**
* **Utilize the same course book(s), materials and exams as on-campus course and as approved by academic department.**
* **Submit a copy of your course syllabus to the Academic Department and the Office of Pre-College Programs at least two weeks prior to the start of the term.**

Please be advised that this letter is not an offer of employment with the University; has no salary; and does not entitle you to any of the benefits which are available to full-time University employees. In addition, this appointment does not entitle you to tenure or to accumulate time towards earning tenure. Lastly, this appointment is subject to confirmation by the Provost, President and Board of Trustees and is governed by the policies and procedures of the University.

In order to indicate your acceptance of this appointment, please sign the enclosed letter, and return to me within ten (10) days. You will receive a form requesting data for Non-Paid Faculty or Visiting Scholar via an electronic signature platform; this information is necessary to establish an ID number and email address in our system.

We are delighted to welcome you as a colleague.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair

I hereby accept this appointment and agree to the above conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

cc: Melody Tankersley, Senior Vice President of Academic Affairs and Provost

Dean

Kerin Hickin, Associate Director, Academic Resource Management