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| **Department letterhead** |  |

Current Date

Ms. Jane Doe

1234 Main St.

Kent, OH 44240

Dear Ms. Doe:

Welcome to the part-time teaching faculty of the Kent State University, Kent Campus.

Any specific assignment information will be transmitted to you electronically via Flashline beginning with the (*Spring / Summer / Fall 2016* -- *please use the applicable term for the current faculty*) semester and each applicable term thereafter.

Please read the attached expectations and indicate your acceptance of the terms of appointment by signing below. **Return this letter to (Chair/Director*)* as soon as possible,** keeping the attached copy for your records. Should you have any questions, do not hesitate to call or stop by your department.

**This letter is intended to serve as an official contract and to communicate the University’s expectations. Please note that your prompt signature and return of this letter is imperative so that we may process your employment paperwork in a timely manner.**

Sincerely,

*(Chair/Director Name)*

*(Chair/Director Title)*

ENC.

I accept the terms and conditions for part-time faculty of Kent State University, Kent Campus.

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Signature Date

The salary for any appointment wouldconsist of a cash salary of 87% of the amount stated and a deferred salary of 13% through 6/30/2016 and a cash salary of 86% of the amount stated and a deferred salary of 14% thereafter. As earned, the deferred salary amount would be contributed by the University to the appropriate retirement program for deposit into your account. Compensation is payable semi-monthly. If service is terminated before the end of the term, payment shall be prorated for the time of actual service and no allowance shall be made for the incomplete term of employment.

Any appointment would be to a part-time position and would be limited to the specified term of the assignment. As such, it is specifically understood that such an appointment is not included under the *University policy regarding faculty tenure* and, accordingly, this appointment will not entitle you to any rights with regard to tenure or eligibility for promotion in academic rank. All part-time faculty appointments are contingent upon sufficient enrollment, programmatic need and available resources.

All faculty members are expected to teach effectively; to maintain and demonstrate currency in their professional fields; and to carry out assigned duties satisfactorily. You will be expected to maintain appropriate office hours in accordance with University Policy and to obtain and administer Student Surveys of Instruction in each of your courses. At the conclusion of this appointment, it will be necessary for you to turn in your grade book(s) and student records to the *(Chair/Director)*‘s office.

Full-time salaried employees of the University earn sick leave at the rate of one and one-fourth (1.25) days per month. Part-time employees earn sick leave in an amount proportionate to the percentage of full-time service. Should you become ill, it is your responsibility to notify the *(Chair/Director)*‘s office immediately, arrange for an appropriate substitute for your classes, and report your sick leave online.

Part-time faculty members whose appointments require that their assigned duties are performed for a full semester are entitled to a fee waiver of up to a maximum of four credit hours which can be used during or immediately following the semester in which they are employed. Under no circumstances will a fee waiver for more than four hours per semester be approved. The fee waiver authorization may be applied for on “*Flashline*,” under *“My Action Items,”* and *“Workflow,”* and will be verified by the Benefits’ Office.

Any appointment, including the payment of salary, would be subject to the availability of funds and confirmation by the Board of Trustees. All of the conditions of the appointment would be subject to and governed by any and all University policies, rules and regulations as currently exist and as may be modified during the term of the appointment. Further information regarding these rules and regulations is provided in the University Policy Register, copies of which are maintained in the *(Chair/Director)*‘s office. Please read and review these materials at your earliest convenience. We will be happy to answer any questions you may have about these documents and University policies and procedures in general.