Part-Time Faculty – Not FLAC

Revised November 2023

Date

Name

Address

City, State, Zip Code

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

I am pleased to offer you an appointment at Kent State University as part-time temporary (*Lecturer/Assistant Professor/Associate Professor/Professor*) in the Department of \_\_\_\_\_\_\_\_\_\_\_\_, at the \_\_\_\_\_\_\_\_\_\_\_\_ campus, effective \_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your assignment will be to teach the following course(s):

*(Add course information here.)*

The salary for this appointment is $\_\_\_\_\_\_\_\_. (***Include this sentence for new faculty only***): This offer is conditional pending the results of a criminal background check. This appointment will become effective when your employment papers and credentials are complete and the appointment has been reviewed and approved by the Dean and the Office of the Provost.

The salary for this appointmentconsists of a cash salary of 86% of the amount stated and a deferred salary of 14%. As earned, the deferred salary amount will 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.

Your appointment is to a part-time position and is limited to the period stated above. 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 satisfactorily carry out duties as assigned. You will be expected to maintain appropriate office hours in accordance with University Policy and to administer Student Surveys of Instruction in all of your courses. At the conclusion of this appointment, it may be necessary for you to submit your grades and student records the *(department/school/Dean’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 my office immediately, work in collaboration with the appropriate unit administrator to either notify affected students of the class(es) being cancelled or assist with the reasonable exchange of information necessary to cover/substitute in your class(es) and record your sick leave online.

Part-time faculty members are entitled to a fee waiver of up to a maximum of four (4) 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 (4) hours per semester be approved. The fee waiver authorization may be applied for on “*Flashline*,” under *“Employee”, “HR & Employee Workflows”* then *“Tuition Waiver Benefit Request”* and will be verified by the Benefits’ Office.

This appointment, including the payment of salary, and any subsequent appointments are subject to the availability of funds and confirmation by the Board of Trustees. All of the conditions of this appointment are 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 and/or the (*Department/School/College*) Handbook, copies of which are maintained in the (*school/department/dean’s*) office. Please read and review these materials at your earliest convenience. As (*chair/director/dean*), I would be happy to answer any questions you may have about these documents and University policies and procedures in general.

(***Include this paragraph for new faculty only***)

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document (Form I-9) upon hire; instructions and documents will be sent to you via an electronic signature platform. Accordingly, this offer is contingent upon verification of identity and eligibility to be employed in the United States. You must complete Section 1 of the Form I-9 by the first day of employment. Within three business days of your first day of employment, you must present documentation sufficient to verify Section 2 of the Form I-9 for review to Academic Personnel, 320 Heer Hall or your Regional Campus office. All employees who present international documentation to verify Section 2 of Form I-9 must come to Academic Personnel, in person. All employees must have a valid Form I-9 on file and continuous work authorization throughout the term of employment.

***(Include this paragraph for new faculty only)***

The State of Ohio requires that the University provide you with a copy of Chapter 102 and Section 2921.42 of the Ohio Revised Code regarding ethics laws for public employees and Ohio Revised Code 117.103(B)(1) for fraud hotline reporting. By signing this letter of appointment, you are acknowledging that you have received the enclosed copies of Chapter 102 and Section 2921.42 and Ohio Revised Code 117.103(B)(1).

Please excuse the formal tone of this letter but it is intended to serve as an official document and to communicate the University’s expectations. To accept this appointment, please sign, date, and return this letter directly to me within ten (10) working days of receipt. A copy of this letter is provided for your files. If you have any questions or concerns about this offer, please feel free to call me.

***(Include this sentence for new faculty only):***

Finally, on behalf of the faculty, I want to welcome you to Kent State University.

Sincerely,

(Chairperson/Director/Campus Dean)

Enclosures

cc: Melody Tankersley, Senior Vice President and Provost

Dean

Kerin Hickin, Associate Director, Academic Resource Management

I accept this offer of appointment.

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Signature Date