Date

Unpaid Faculty Positions:

*Adjunct (Instructor, Lecturer, Assistant Professor, Associate Professor, Professor)*

*Visiting (Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, Scholar, Scientist)*

Revised January 2023

Name

Address

City, State, Zip Code

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

I am pleased to offer you appointment as a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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.

Privileges of a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_ include:

*(list bulleted items)*

Responsibilities of a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_include:

*(list bulleted items)*

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. This offer is conditional pending the results of a criminal background check. 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 be contacted by PreTrax for information related to your background check and will receive the data form for Non-Paid faculty or Visiting Scholar via an electronic signature platform.

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