March 29, 2023

[Instructor Name]

[Delivery Address- Physical or Email]

[KSU ID]

Dear [Instructor Name],

As the academic year comes to a close, I would like to thank you for your contributions as a member of our professional teaching staff. We greatly appreciate your involvement, which has enhanced the successful teaching and learning environment in the [insert department/school/college/campus name].

The purpose of this letter is to also offer you reasonable assurance of your continued employment and that [insert department or school name] will need your services again as an [insert position held such as Adjunct Professor, etc.] during the upcoming [insert Fall Semester or Spring Semester or Academic Year, as applicable]. The salary for any such appointment will be no less than the rate per credit hour that you received this most recent academic year. We further anticipate that you will teach the same number of credit hours during the next [insert Fall Semester or Spring Semester or Academic Year].

Please be advised, however, in accordance with state law and federal guidance, there may be several factors that are outside the control of Kent State University that may have an impact on the number of credit hours that you would be assigned to teach. For example, student enrollment in the [insert department/school/College/campus, as applicable]; changes in state funding; and the terms and conditions of the University’s Collective Bargaining Agreements, which contain certain requirements for full-time faculty and may affect the number and type of courses we would be able to assign you to teach. Nevertheless, we anticipate the type of classes offered, student enrollment, full-time faculty obligations, and state-level funding to be similar to the current academic year, thus not affecting the terms and conditions of your employment.

We sincerely hope that you will be interested in maintaining your teaching position with Kent State University. If you are willing to teach in the upcoming [insert Fall Semester or Spring Semester or Academic Year, as applicable], please notify me within the next seven (7) days of your receipt of this letter. Failure to notify me within the next seven (7) days may result in your position being filled by another candidate.

Sincerely,

[Supervisor Name, Title]

cc: Office of Academic Personnel

Division of Human Resources, Records