

|  |  |
| --- | --- |
| **Department letterhead** |  |

November 9, 2023

Ms. Jane Doe

1234 Main St.

Kent, OH 44240

Dear Ms. Doe:

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

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 document and to communicate the University’s expectations.**

Any specific assignment information will be transmitted to you electronically via FLASHline this semester and each applicable term thereafter.

**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)*

*(Chair/Director Title)*

ENC.

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

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

Signature (Date)

Any offer is conditional pending the results of a criminal background check. Any appointment will become effective when your employment forms and credentials are finished; and the appointment has been reviewed and approved by the Dean and the Office of the Provost.

The salary for any appointment would consist of a cash salary of 86% of the amount for each assignment and a deferred salary of 14%. 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 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 on your courses. At the conclusion of this appointment, it may be necessary for you to submit your grades and student records 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 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.

Any appointment, including the payment of salary, would be subject to the availability of funds and confirmation by the Board of Trustees. The conditions of the 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, 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.

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 are required to finalize your Form I-9 in person no later than three business days of your start date. You may complete this process with an authorized Representative (please contact Academic Personnel regarding this process). All employees must have a valid Form I-9 on file and continuous work authorization throughout the term of employment.

The State of Ohio requires that the university provide you with a copy of Chapter 102 and Section 2921.42 regarding ethics laws for public employees and Ohio Revised Code 117.103(b)(1) for fraud hotline reporting. This information will be provided to you when employment forms are emailed via electronic signature platform.