**Part Time Instructor Offer Letter Template Effective February 1, 2024**

***REMOVED: Subject to the University’s COVID-19 policy***

NOTE and DELETE

* The Signed Offer Letter Must accompany the Academic Personnel Action form
* All hiring documents should be completed within 15 days of date of offer letter, unless date of offer is within 3-days of start of employment, then all documents are due prior to first date of start of employment
* I9’s must be completed within 3-days of start of employment, or is a federal violation
* Hiring documents include:

1. Original signed offer letter
2. Official original transcripts
3. Curriculum Vitae submitted for employment
4. Copy of Advertisement
5. All new hire forms

Instructions:

* Fill in blanks.
* Choose applicable term where bolded and delete the other term. Reformat without bold and without red or highlighting.
* Use information in [ ] as needed. Delete what is not needed including the bracket.

Revised February 2024 bg

Questions? Contact Office of Academic Finance 419.530-8481

[Date]

[Address]

[Salutation]

I am pleased to offer you an appointment as a part-time instructor at The University of Toledo in the [College], [Department].

This appointment is for [Spring/Fall Semester] [year], which begins [date] and ends [date]. Your assignment is to teach [name of course, course number], [meeting time and days], [classroom location]. Part-time instructors contribute approximately 2 hours of work outside the classroom for each hour teaching in the classroom, regardless of course delivery method. This includes, for example, time for class preparation, grading, and communication with students and department staff. This offer of employment is for a non-tenure track appointment limited to the period stated above, and creates no implicit or explicit commitment to continued employment beyond that time. This appointment is contingent upon the following conditions:

<https://www.utoledo.edu/offices/provost/academicfinance/facultyforms.html>

* Completion of a successful background check before beginning employment, completion of an I-9 form no later than 3 days after start date, and other required pre-hire forms and information (for new hires);
* Receipt of official transcript from your terminal degree-granting institution, submitted to the Office of the Dean at **Mail Stop \_\_\_\_\_\_, Attention Dean NAME.**
* If not already received, a copy of your vita/resume needs to be submitted to the Office of the Dean at **Mail Stop \_\_\_\_\_\_, Attention Dean NAME.**
* sufficient enrollment to justify running the course; and
* unavailability of a full-time faculty member, lecturer, or teaching assistant to teach the course.
* If any one of these conditions is not met, the appointment will be withdrawn.

The gross salary for this appointment is [dollar amount], and is subject to mandatory withholdings.

Part-time instructors are required to purchase a University identification card at the Student Union. If you wish to park on campus you will need to purchase a parking permit, at your expense, available under your employee tab on your UT portal under auxiliary services. Please coordinate with your department to help determine when you will see this tab appear if you are unable to currently access it. If you need to secure a temporary parking permit until you can see the tab your department will be able to assist you.

All instructional staff, including part-time instructors, are required to:

1. Check class roster(s)
2. Enter grades using the grading system on the University web for faculty. If you do not have access to this system, contact [name, title, phone number] to establish your account and password. Your grades, and hard copies relating to grades, are due no later than [date]. It is understood that you will fulfill all of your obligations during the semester.
3. Be current in the field
4. Meet with and respond to student inquiries

If you are teaching a graduate level course, you must have Graduate Faculty Status through the College of Graduate Studies. To apply \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your performance will be evaluated by [name, title]. If your performance is not satisfactory, you may be disciplined, up to and including termination. In the event that you do not teach the entire semester, for any reason, you will be compensated solely for the time you actually taught.

You are expected to fulfill all assignments, and to conduct yourself in accordance with all University, College, and Departmental policies and procedures, and all applicable law. Please note, upon acceptance of this appointment you will be a public employee subject to the Ohio Ethics Law as found in Chapter 102 of the Ohio Revised Code.

This offer of employment is based on the understanding that this is your only assignment with the University during the period stated above. If this understanding is incorrect, you must notify me immediately; failure to do so may result in termination.

If the terms set forth in this letter meet with your approval, please sign and date where indicated, and return to [name, title, mailing address] within ten days.

We look forward to working with you during [Spring/Fall semester], [year]. If you have questions or need further information, do not hesitate to contact [name, title, phone number]

Sincerely,

[Name]

[Title--Dean or Associate Dean ONLY]

I have read and understand the terms of the appointment offered, and I accept those terms.

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NAME Date