[Date]

[Adjunct Name]

[Adjunct Address]

[City, State, Zip]

Dear [Name:]

I am pleased to offer you an appointment as an Adjunct Instructor in the Department of [Department Name] for [Fall, Spring, Summer] semester [Year]. This appointment is effective from [semester start date] to [date grades are due], inclusive. You will be paid **$1,069** **per credit hour, for each course.** This semester you will be teaching a total of [**#**] credit hours. Following receipt and University approval of this signed agreement, you will be paid in equal installments in accordance with the University’s payment schedule (a copy of which may be obtained from the payroll office or online at the Payroll Department website at weber.edu.) All payments are made using direct deposit; it is your responsibility to have an up-to-date direct deposit authorization form on file or make other arrangements with the payroll office.

***This offer is subject to 1) approval by the Dean; 2) your successful passage of a background screening and the completion of any other requirements of the hiring process; 3) your acceptance by [insert date]; and 4) class cancellation due to insufficient class enrollment or program priorities, as determined at the discretion of the University, including in light of commitments to other faculty.***

1. Scope and conditions of employment:
* Teach the following course(s) at the times noted:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course & CRN** | **Credit hours** | **Description** | **Days** | **Times** | **Campus** | **Pay** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

* Submit your class syllabus to [insert individual] the department at least 2 weeks prior to the first day of class or within seven days of the execution of this agreement; *General syllabus guidelines including required and suggested content are available online at:* [*www.weber.edu/tlf/Syllabus.html*](http://www.weber.edu/tlf/Syllabus.html)*;*
* Maintain at least 2 office hours per week;
* Submit final grades by the deadline established by the Registrar for each semester;
* Regularly check your WSU email and your departmental mailbox, and if applicable, your Canvas class correspondence;
* Advise the Department Chair at the earliest possibility if you are unable to teach a class;
* Attend meetings as requested by the Department Chair; *Work in good faith to achieve the academic goals and objectives of your assigned course(s).*
* *Comply with all of the University’s policies and procedures (available online at* [*weber.edu/ppm*](http://weber.edu/ppm)*) and any other applicable department rules or requirements; University employees agree to become familiar with these policies and university employee reporting obligations, including, but not limited to, policies regarding topics such as:*
	+ *inappropriate relationships with students; (PPM 3-32a:* [*https://www.weber.edu/ppm/Policies/3-32a\_AmorousorSexualRelations.html*](https://www.weber.edu/ppm/Policies/3-32a_AmorousorSexualRelations.html)*; PPM 9-5: https://www.weber.edu/ppm/Policies/9-5\_FacultyResponsibilitiesStu.html)*
	+ *discrimination, harassment, and sexual misconduct; (PPM 3-32: https://www.weber.edu/ppm/Policies/3-32\_DiscriminationHarassmentandSexualMisconduct.html)*
	+ *appropriate use of university IT resources and conflicts of interest (PPM 10-2:* [*https://www.weber.edu/ppm/Policies/10-2\_AcceptableUse.html*](https://www.weber.edu/ppm/Policies/10-2_AcceptableUse.html)*; PPM 3-36: https://www.weber.edu/ppm/Policies/3-36\_ConflictInterest.html);*
	+ *accommodation for students with disabilities (PPM 3-34:* [*https://www.weber.edu/ppm/Policies/3-34\_ADA.html*](https://www.weber.edu/ppm/Policies/3-34_ADA.html)*).*

All part time faculty need to be knowledgeable about rules and regulations about students and their privacy; therefore, training for the [Family Educational Rights and Privacy Act (FERPA)](http://www2.ed.gov/ferpa/) will be available the beginning of fall semester. You are expected to participate in this training upon hire and at least once every five years.

1. Employment is subject to the contractual policies of the university as they may be amended from time to time, including those contained in the Weber State University Policy and Procedures Manual.
2. You agree that the University may reasonably change course times or the mode of teaching at any time during the course of this agreement, including requiring communication utilizing various formats of communication due to needs of the university. This may include teaching virtual, face-to-face, or a combination. In the event your responsibilities are to be conducted remotely, you are required to provide all IT service and computing resources necessary to carry out your responsibilities. Please contact us if you have any questions or concerns about connecting virtually.
3. You agree that this position is not eligible for tenure or tenure-track and there is no de-facto tenure or entitlement to employment beyond what is outlined in this agreement. Additional Adjunct Instructor information is available online at: [www.weber.edu/adjunctfaculty/](http://www.weber.edu/adjunctfaculty/). Notwithstanding any University policy or course of practice, this agreement and your employment will terminate without further notice as of [insert date]. It may also be terminated sooner for failure to fulfill the obligations outlined herein or otherwise abide by this agreement, applicable policies or rules, or as may otherwise be permitted consistent with applicable laws or policies. This agreement may also be terminated or suspended in the event of circumstances such as by direction of local, state, or federal government directive, weather conditions or action of the elements, conditions related to pandemic, civil disturbance, or conditions beyond the control of the University. The parties agree that if the University temporarily suspends this agreement due to such an event, the parties will work in good faith to reschedule services if able to do so within the same semester. In the event the agreement is suspended or terminated by the University, University will only be responsible for payments for work performed up to the time of suspension or termination, except as required by applicable law.
4. This contract constitutes the entire understanding between the parties with respect to Appointee’s employment at the University and supersedes any and all prior understandings or agreements, oral or written, relating hereto.
5. This contract may be modified or amended only upon mutual written agreement between the Department Chair and the Appointee and approval by the Dean of the College.
6. This contract shall be governed in all respects by the laws of the State of Utah.

Following your signature of this offer letter and the conditions outlined herein being met, this letter shall form a contract that shall be legally binding. If this offer is acceptable to you, please sign, date, and return it (in person, email, US mail, or campus mail) to [insert person].

Thank you for providing an excellent academic experience for our students.

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Department Chair, [Department Name] Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Adjunct Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: Dean, [College Name]