MINIMUM REQUIREMENTS: *All of the following points and information must be included in any letter or assignment sheet for IU-credit courses (including internship supervision). Medical school teaching and non-credit offerings should include notes that the arrangement can be cancelled by IU at any time.*

<Date>

<First & Last Name>

<Address>

Dear: < First Name>

You have been recommended for appointment as an associate faculty member in the [department] for [specific] academic session to teach the following:

1. Course X
2. Course Y
3. Course Z

The actual total payment to be received for the semester, provided the services are rendered, is $[xxxxx]; it is paid on the last day of the month (or Jan. 2nd for December work). Time spent on mandatory IU training, such as for FERPA or health and safety, is included in this compensation as being directly required by the activity of teaching.

Associate faculty appointments are made on a temporary basis in accordance with university policy and do not constitute an employment contract. This appointment is subject to a background check and is dependent on enrollment and subject to full or partial cancellation. Further, in order to provide a balanced teaching load for full time faculty members, a reassignment of your course(s) may be necessary. If cancellation or reassignment of courses occurs, your pay will be adjusted accordingly.

There is a limit of 9 credit hours (or equivalent) total teaching across any IU campus or entity during an academic term (6 hours for summer). You are responsible for informing us about any courses taught for a different unit.

Associate faculty are evaluated each semester by <. >. and this associate faculty position is contingent upon satisfactory performance of the assigned duties. Indiana University provides reasonable accommodations for disability; please initiate a request on this [page](https://oeo.iupui.edu/ada-accessibility/index.html) as soon as possible.

The culture of the School of [insert school name] and of IUPUI is of utmost importance. We dedicate ourselves to excellence in teaching, research, and service. All instructors at Indiana University abide by the [Principles of Ethical Conduct](http://principles.iu.edu/) and [Academic Appointee Responsibilities and Conduct](https://policies.iu.edu/policies/aca-33-code-academic-ethics/index.html), and support the [Code of Student Rights,](http://studentcode.iu.edu/) [Responsibilities, and Conduct.](http://studentcode.iu.edu/) Health and safety questions about IU work can be answered at this [website](https://protect.iu.edu/index.html).

Please see <name of supervisor> if you have any questions.

Sincerely,

Optional items:

Reminder of the obligation to monitor IU email; cannot require students to use non-IU email

Necessity for professional licensing or health measures if applicable

Parking stipend

Critical dates for:

Posting a syllabus

Opening a canvas site

Final grades to registrar

Timeliness expectations for student communication and for grading assignments

What to do if they get sick (who to contact and how)

Whom to contact with student problems (absenteeism, other issues)

*Use of student engagement roster*