

June 30, 2016

<First & Last Name>

<Address>

Dear: < First Name>

You have been recommended for appointment as an associate faculty member in the [department] for [semester] 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].

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 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.

Associate faculty are evaluated each semester by the department chair and this associate faculty position is contingent upon satisfactory performance of the assigned duties. The [department] reserves the right to discontinue the associate faculty position at its sole discretion for reasons including, but not limited to, lack of funding, unsatisfactory performance, academic misconduct, and the like. Continued employment is subject to all applicable university policies and procedures.

Please see me if you have any questions.

Sincerely,

cc:

File