

Adjunct Faculty (Compensated)

Date: _____

Dear _____:

I am pleased to offer you a **(teaching/research)** appointment in the **(Name of Department/College)** for the **(fall semester/spring semester/the academic year)** at the salary rate of \$_____. Your duties will commence on _____ and will terminate on _____.

[As needed] Your rank as Adjunct **(rank)** will continue during this period.

[Insert basic duties and expectations here]

{Example} You will be responsible for (teaching _____/performing research _____).

This offer is contingent upon satisfying all federal employment eligibility requirements and proof of having completed all requirements of your **(PhD/MS/BS)**. If you accept this offer and it is your first appointment to Michigan Tech, you must complete tax and other employment forms in order to be placed on payroll. Please contact the Human Resources Office at 906-487-2280 or hr-help@mtu.edu, no later than your first day of work, to complete the appropriate forms. You may be subject to a background check if this is your first appointment to Michigan Tech or if it has been 9 months since your last day of employment with Michigan Tech.

We will regard ourselves as mutually committed upon your returning a signed copy of this letter. This offer must be accepted within fourteen (14) days of the date of this letter, unless the time for acceptance is extended in writing.

We look forward to your joining us as a colleague and hope to hear from you shortly so that we can both make firm plans for next year.

Sincerely,

I accept this offer.

(Name)

(Date)