APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

I write to offer you an Adjunct appointment at the University of Connecticut.

|  |  |
| --- | --- |
| Job Title | Adjunct Faculty |
| Department | JOBSUBDEPARTMENT |
| Executive Division | JOBBRAND |
| Immediate Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Building Location | SITETITLE |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Budgeted Stipend | $ALLOWANCEFORCAR |
| Total Stipend | $ALLOWANCEFORCAR |
| Lab Premium, if applicable | $COMPANYBONUS |
| Total Credits | OFFERSUPPLEMENTARY\_TEXT10 |
| Union Information | <http://www.uconnaaup.org/> |

Your responsibilities will include teaching the following course(s):

Course Name and Number:

Credits:

Times:

This offer of employment is contingent upon:

* Sufficient enrollment and the continuation of the class offering. If a course is canceled, you will be notified as soon as possible
* Successful completion of a criminal background check if you have had a break in service of greater than one year OR have not been subject to a prior pre-employment criminal background check at the University of Connecticut
* Timely completion of an approved I-9 (Employment Eligibility Verification Form)
* Completion and approval of a Dual Employment form, if applicable

Please note that this appointment is for one semester only and is not a guarantee of future appointments.

Your assignment, as indicated above, begins with the start of classes on OFFERSTARTDATE and ends with the submission of final grades by OFFERENDDATE. However, if any grade issues remain unresolved at the end of the semester, it will be the instructor’s responsibility to resolve these issues in accordance with University procedures.

Your compensation will be issued in biweekly increments, with the first paycheck issued approximately one month following your hire date. A delay in the timely submission and processing of required paperwork may result in a delay in the issuance of your paycheck. In accordance with University procedure, you should meet with your department head before the start of the semester. Please contact the department one to two weeks in advance to schedule the meeting.

Adjunct Faculty are covered by the collective bargaining agreement with the American Association of University Professors (AAUP). As such, if you elect to become a member, dues will be deducted from your check, in accordance with the AAUP collective bargaining agreement Article 17.2.

Your status as a State of Connecticut retiree determines the source of your benefits. Note that you are limited by State regulations to teaching no more than 12 credit hours in a calendar year. Per UConn’s [Policy on Re-Employed Retirees](https://policy.uconn.edu/2011/05/24/re-employed-retirees-policy-on/), retired employees should not exceed 75% of their pre-retirement pay for 120 days of work. Please also refer to [Executive Order #27-A](https://www.ct.gov/governorRell/cwp/view.asp?A=1719&Q=449466), as additional restrictions may apply.

UConn is Connecticut’s only public research extensive university, a prestigious designation that rests firmly on the institution’s commitment to the unfettered pursuit of knowledge through research, teaching, and outreach. You are joining a University in which diverse views are welcomed and respected even as we work together to advance our academic mission and to effect constructive change. We are delighted that you will be joining us.

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

Supervisor

I ACCEPT THIS APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

By accepting this appointment I agree to abide by all University policies including, but not limited to, the [University’s Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/) and the [State Code of Ethics](https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/).