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
* Completion and approval of a Dual Employment form, if applicable

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.

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.

Your current position covered by the UCPEA bargaining union on the regular payroll carries with it the full complement of insurance and retirement benefits. If applicable, deductions for your retirement plan will be taken from this payment. As an Adjunct Faculty member represented by AAUP, your payment will reflect a deduction for union dues should you elect to become a member of the AAUP.

I have provided a checklist below with the conditions of this assignment as required by the UCPEA contract. I trust this opportunity will be both personally and professionally rewarding for you and beneficial to the work of the University. Thank you for your interest. We look forward to having you join us.

**Acceptance Statement**

* I acknowledge that I have read, understand and accepted the terms and conditions of the offer outlined herein and I certify that I will not exceed the University’s 8-credit limit total per semester for Adjunct Faculty.
* I have submitted a Temporary Flexible Schedule Request, if applicable.

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/).