**Titles: Gratis Adjunct Faculty**

Date

Dear:

Please consider this as written confirmation of our recent discussions concerning the temporary availability of your professional services on a voluntary basis to the **[Department/Program]** as an Adjunct Faculty member. This appointment is for the **[Semester & Year]** semester.

You voluntarily teach the following course(s):

 Course Name and Number:

 Credits:

 Times:

This offer is also contingent upon the successful completion of a criminal background check.

Your gratis service for the **[Semester & Year]** is described below. We anticipate that your gratis service will begin with the start of classes on **[Start Date]** and end with the submission of final grades by **[End Date]**. 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.

Please be aware that there may be circumstances that could necessitate ending your gratis service earlier. If the course(s) is/are cancelled, you will be notified as soon as possible. We have agreed that your service will be on a gratis basis, with no remuneration expected.

Please call Parking Services at (860) 486-4930 (Storrs Campus) for information on your parking options.

You will be issued a University network identifier, known as a NetID, which allows access to various computing services at the University, including email. There are multiple methods by which you may learn your NetID: (1) You will receive a letter via mail to your home providing you with your NetID and instructions for activation (your Department will also be informed of your NetID); or (2) Retrieve your NetID by visiting <http://netid.uconn.edu>; selecting “*Find your NetID*”; and then selecting “*Activate your NetID*”. If you have difficulty with any of the above NetID procedures, and need access to University resources, please call the University Information Technology Services (UITS) Help Center for assistance at 860-486-4357 and select option 3. If your NetID is available, they will verify your identity and help you resolve your initial NetID needs. More NetID information can be found at <http://netid.uconn.edu>.

I trust this gratis opportunity will be both personally and professionally rewarding for you and beneficial to the University. Thank you for your interest.

Please indicate your acceptance of this gratis service offer by signing below and returning one copy of this letter to me no later than \_\_\_\_\_\_. We look forward to having you join us.

Sincerely,

Authorized Signature(s)

**Acceptance Statement**

I [**am/am not**] currently employed by another agency of the State of Connecticut or another department/campus at the University of Connecticut.

If yes, Agency/Dept./Campus Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I ACCEPT THIS GRATIS APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

By accepting this gratis 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/).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Acceptance Date

I am a U.S. citizen/permanent resident or an individual who has proper U.S. work authorization that will not require assistance/visa sponsorship from the University of Connecticut in the future.

I am a foreign national who is currently on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ visa expiring on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  I understand that I am not eligible to work for and receive any payment from UConn including honorarium and certain reimbursements.

I am a foreign national eligible for J-1 status for this appointment.  I read, signed, and attached the Addendum to Gratis Appointment Letter for J-1 Exchange Visitor (DISP 252).

I DO require assistance in extending or obtaining work authorization at the University of Connecticut to begin employment on the start date stated in this letter or in the future.

My current visa status is:                                        .

My work authorization is valid until:                                                  .

If you do require assistance in extending or obtaining work authorization at the University of Connecticut, please contact the International Student & Scholar Services (ISSS) immediately at (860) 486-3855 and /or international@uconn.edu.

cc: Dean/AVP/Director

 Payroll Department

 ISSS, if applicable

**Additional Information**

* Faculty and Staff Resource Guide (<http://guide.uconn.edu>)
* University Policies (<http://policy.uconn.edu>)
* “Code of Conduct” Guide (<http://policy.uconn.edu/?p=140>)