Insert Date

Name

Street Address

City, State & ZIP Code

Dear Insert Name:

On behalf of North Carolina State University and the Insert Department/School Name in the College of Insert College Name, I am pleased to offer you an appointment to teach the following course(s) during the Select semester or academic year of 20XX.

Course Number Course Name Gross Compensation

XXXX XXXX $XXXX

Insert a specific statement of goals and/or objectives on which the faculty member will be evaluated.

Your appointment will carry the professional faculty title of Insert Rank. This is a part-time faculty appointment with a Insert an FTE of 0.74 or less full-time equivalent (FTE) on a semester basis and is not a permanent benefits-eligible position.

The official start date for the Select Semester is Insert Semester Start Date and the official end date is Insert Semester End Date.

The total compensation for each course includes remuneration for (a) your course preparation before the start of the Select Semester including your own scholarly preparation, ordering of textbooks, development of a course syllabus and associated instructional materials, etc.; (b) your delivery of the course content and the evaluation of student work during the instructional period; and (c) timely student evaluation and submission of grades following the end of the exam period in accordance with the established university calendar.

The university plans and staffs its course offerings as best as practicable based on anticipated course enrollments. However, it is impossible to precisely predict student registration choices, and departments may need to add or cancel course sections on short notice to reflect actual enrollment. The university reserves the right to void this appointment if the course cancels. If notice of cancellation is sent to you on or before Insert Date (e.g. July 10 – Fall Semester or December 10 – Spring Semester), no compensation is due. However, if we must cancel a class on or after that date, you will be compensated in the gross amount of Insert $XXX (not to exceed 20% of total gross compensation above) for your preparatory work, provided that you submit the complete syllabus and other materials you prepared as deliverables to the department head no later than Insert Date (e.g. August 10 – fall semester or January 10 – spring semester, but in time for payroll cutoff in that month). If you receive payment for your preparatory work, the work will be considered as “work for hire” and copyright in the work will be owned by the University. You will retain a personal, non-transferable, non-exclusive royalty free license to use the work for your personal, non-commercial and educational purposes.

Employment in this position is contingent upon a satisfactory background check, verification of academic and professional credentials and your agreement to abide by the policies, regulations and rules of the University, as well as any funding contingency. You may be subject to additional health and safety requirements that have been imposed at or after the time of hire, including, where applicable, those issued by NC State, the UNC System, federal or state agencies, or other collaborating agencies or organizations, and which are necessary for the performance of your duties and responsibilities. You are expected to comply with all applicable requirements for your position.

Please acknowledge your acceptance of this appointment by signing this letter, and its incorporated Terms and Conditions, and returning it to me by Insert Date. Should you have questions concerning your appointment, please let me or Insert name of HR Representative know as soon as possible.

My colleagues and I sincerely look forward to working with you at NC State University.

Sincerely, Approved by:

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Name, Department Head Name, Dean

I accept this appointment and agree to abide by the policies, regulations and rules of the University of North Carolina system and NC State as adopted and as may be periodically revised or amended.

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Printed Name Signature / Date

cc: Name, College/Division Business/HR Officer

Human Resources Information Management, Campus Box 7210