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**Sample Offer Letter Adjunct Paid Appointment**

MONTH, DAY, YEAR

NAME

ADDRESS

CITY, ST ZIP CODE

Dear FIRST NAME:

I am pleased to offer you a position as an Adjunct [Instructor/Assistant Professor/Associate Professor/Professor] in the Department of [NAME], of the West Virginia University COLLEGE/SCHOOL. Your term of appointment is from CONTRACT DATES. Your compensation will be COMPENSATION per 3 credit course payable bi-weekly.

Assignment

This offer is contingent upon satisfactory student enrollments in your assigned courses and funding. Should any course fail to enroll a sufficient number of students, your assignment and compensation will be adjusted accordingly. This position is part-time, non-tenure track, and non-benefits eligible. The position neither accrues tenure credit nor implies a promise of future employment. According to Board rule, the appointment is only for the period and purposes specified, with no other interest or right obtained by virtue of such appointment.

The document "WVU Policies and Procedures for Annual Faculty Evaluation, Promotion, and Tenure" describes the characteristics of the employment of non-tenure track ("temporary") faculty. In particular, I bring to your attention the following statements in this document: "Temporary faculty hold appointments which are not subject to consideration for tenure, regardless of the number, nature, or time accumulated in such appointments. Temporary faculty appointments are only for the periods and for the purposes specified, with no other interest of right obtained by the person appointed by virtue of such appointment."

Course title, course number, course section

Classes must meet at regularly scheduled times. Do not cancel a class without informing me and, barring emergency, arranging for substitute coverage. Expectations are equivalent for online classes. In addition, you must (a) make reasonable arrangements to be available to your students outside of class, (b) administer Student Evaluations of Instruction for each section you teach, and (c) submit a copy of the syllabus for each of your courses to me.

You are expected to obtain student evaluations of all courses you are teaching. A form developed by the Faculty Senate offers an expedient way to obtain this information. Your department chair can provide you with assistance in the administration of these evaluations. You may want to add course syllabi, examples of quizzes and tests, copies of hand-outs, peer evaluations, and self-evaluations to your evaluation file. The potential for reappointment will be based on a review of the material in your file by the department but must include a positive outcome from the student evaluations.

You are required to submit final grades using STAR within 48 hours of administering a final exam (or 48 hours of course completion). Instructions for entering grades are found here: <https://wvu.teamdynamix.com/TDClient/KB/ArticleDet?ID=8743>

It is required that you maintain records for 1 year, according to WVU’s record retention policy. Graded, but not returned examinations, papers, projects should be kept one year from the date of the issuance of the final grade; afterwards, such items can be shredded.

Prior to December 31, 2024, you are required to create and update a personnel file utilizing Digital Measures and submit a Productivity Report. If you have not done so in prior semesters, please contact NAME at NAME@mail.wvu.edu to create an account.

To comply with FERPA, you are required to utilize MIX email (and not other outside email sources) during the semester to receive important messages pertaining to your role as the instructor of record for a course, or pertaining to students enrolled in your class. Additionally, you are required to utilize MIX email (and not other outside email sources) to communicate with students about course-related conversations, including grades, assignments, meetings, etc. You can access MIX email easily through [PORTAL.wvu.edu](file:///C%3A%5CUsers%5Csgosden%5CDownloads%5Cportal.wvu.edu). If you are new to the WVU email system, you must first visit login.wvu.edu to claim your account, take the cybersecurity quiz and add recovery contact information. For security purposes, WVU requires two-factor authentication to access electronic systems.

Transcripts

Our accrediting agency, The Higher Learning Commission, requires that we document the education of our faculty. If you have not done so already, please have an official transcript posting the highest degree you have earned sent by the educational institution directly to NAME at NAME@mail.wvu.edu, Office of the Dean, COLLEGE/SCHOOL.

Background Check

This position is contingent upon a satisfactory result from your background check, which is currently in progress. Should your background check reveal any unsatisfactory results, your employment may be terminated effective immediately.

Verification of Eligibility to Work

This offer of employment is contingent upon your ability to provide satisfactory documentation for the completion of a federal I-9 form. West Virginia University is required to complete and retain an I-9 Form for each employee to verify identity and eligibility to work in the United States. To comply with federal requirements, you must present your eligibility and identity documentation to Shared Services before your first day of paid employment. For more information regarding Shared Services including locations, hours and a complete list of acceptable documents, please visit <https://sharedservices.wvu.edu/employee-processing>.

If you are a nonresident alien and you currently do not possess authorization to work in this position at West Virginia University, please contact the International Students and Scholars Services at (304) 293-5954 immediately upon receiving this offer of employment. New employees who are a Foreign National should provide their documentation to Tax Services on or before their first day of employment. Please visit <https://taxservices.wvu.edu/internationals/international-payroll-processing> or contact Tax Services at tax@mail.wvu.edu or (304) 293-3379 ext. 3 for additional information.

Other Provisions

All full-time University Employees owe their primary professional allegiance and commitment of time and intellectual effort to the University. However, the University understands that at times, outside consulting opportunities and conflicts of interest or commitment may arise. [WVU BOG Rule 1.4 – Ethics, Conflicts of Interest, and Outside Consulting Arrangements](https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-4-ethics-conflicts-of-interest-and-outside-consulting-arrangements) outlines the requirements for appropriate disclosure and management of conflicts of interest or commitment, and the requirements for participation in appropriate outside consulting arrangements. As a term and condition of your employment, you specifically agree to abide by the requirements of WVU BOG Rule 1.4 in its entirety.

The University’s [BOG Governance Rule 1.5 Intellectual Property Rule for Patent, Copyright, and Trademark Rights](https://policies.wvu.edu/finalized-bog-rules/bog-governance-rule-1-5-intellectual-property-rule-for-patent-copyright-and-trademark-rights), can be located online for your review. As consideration for your appointment and pursuant to BOG Governance Rule 1.5, you agree to assign and hereby assign your rights in Intellectual Property created or invented within the scope of your employment with the University to the University, unless agreed in writing otherwise by the Provost of West Virginia University.

This appointment is offered in accordance with the provisions of WVU Board of Governors Faculty Rule 4.2, the West Virginia University Faculty Handbook, available online at <https://faculty.wvu.edu/>. As with all positions in higher education, it is subject to the availability of funds and approval of the appropriate expenditure schedule. During the term of this appointment, the University reserves the right to temporarily adjust or reduce your salary or to require you to take unpaid furlough days. The University shall only exercise these rights if budgetary conditions of the University require it. Further, you will be provided at least 30 days’ notice prior to the University exercising any of these rights. Your employment at West Virginia University is governed by the rules and procedures contained in these documents, as they are and as they may from time to time be changed. It is also governed by other policies adopted by the University and the faculty and administration of the John Chambers College of Business and Economics. Significant policies and procedures include, but are not limited to, University statements that address evaluation, promotion and tenure, conflict of interests, outside professional interests, intellectual property, and integrity and compliance. It is your responsibility to be aware of these policies and procedures as well as others that may apply to you. Further information regarding those policies that may be applicable to you in addition to information concerning your privileges and duties as a faculty member, may be obtained by contacting your chair/director.

The professional conduct of West Virginia University employees is critical to the fulfillment of WVU’s mission, vision and values. The success of our University is built upon the concept of our employees and officials conducting themselves in a manner that demonstrates WVU’s values: Service, Curiosity, Respect, Accountability and Appreciation. The [Code of Conduct](https://talentandculture.wvu.edu/files/d/d8b29bf4-243f-464e-8095-d690ac929ce9/wvu_code_of_conduct_final.pdf) outlines how WVU expects you to perform your work and interact with all members of the University community, including students, other WVU employees and visitors. WVU promotes freedom of expression and open communications. The University supports and encourages everyone to express their thoughts and concerns in a respectful manner. Leaders should provide fair and equitable treatment of others and create a positive, diverse, inclusive work environment. WVU expects you to abide by these standards, to protect the University by complying with state and federal laws and regulations, and to follow professional standards of conduct and/or ethical requirements specific to your assignment or discipline.

According to federal law, West Virginia University must publish and distribute an Annual Security and Fire Safety Report (ASR) to current students and employees and to give notice of its availability to prospective ones. The ASR includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by West Virginia University, and on public property within or immediately adjacent to and accessible from the campus. The ASR also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a hard copy of the ASR by contacting the W. Va. Univ. Police at 304-293-3136 or by accessing it here[2023 Annual Security and Fire Safety Report](https://police.wvu.edu/files/d/a1a0a6fe-444e-4353-8e92-7dcbeb00cd27/2023-annual-security-and-fire-safety-report-with-appendix.pdf).

In accordance with Title IX regulations, the University’s Title IX Coordinator contact information is as follows: James Goins; Title IX Coordinator/Director of Equity Assurance; Division of Diversity, Equity and Inclusion -- Equity Assurance Office; 1085 Van Voorhis Road, Suite 250; Morgantown, WV 26506; Phone: 304-293-5600; E-mail: james.goins@mail.wvu.edu

At West Virginia University, security is a shared responsibility. That’s why we require everyone to use two-factor authentication. Simply put, it’s an extra layer of security besides your username and password. When you log into a secure system that contains sensitive, personal or financial information, you’ll have to confirm your identity with two things -- something you HAVE (a device) and something you KNOW (a password). For more information, please visit our [knowledge base articles](https://wvu.teamdynamix.com/TDClient/KB/?CategoryID=3626).

As part of your new employee experience, you will have the opportunity to learn about the mission and values of the University, hear a special message from President E. Gordon Gee, and review helpful resources in our new virtual [New Mountaineer Orientation](https://rise.articulate.com/share/cxIApal82rqfVLbOjQAGJMnN1jyz3X7R). On your first day of work with WVU, please access the session.  It is self-paced, so you can join whenever is most convenient for you, and you can come back to the session whenever you would like. Be sure to click on the links within the session for videos, tips, and trivia.  Your New Mountaineer Concierge will send you a welcome email that also includes this link for easy access.

You should also check out the new employee resources available in:  [New Employees Guide for a Successful First Year](https://talentandculture.wvu.edu/files/d/abe875c4-9a7e-49e9-91f8-7413c92fbfb6/a-new-employee-s-guide-for-a-successful-first-year_-onboarding-toolkit-june-2020.pdf).  Your supervisor has a companion guide and should work with you to ensure success in your first year as a Mountaineer.  Additionally, please visit the [New Mountaineer Welcome Center](https://talentandculture.wvu.edu/new-employees) to learn more about WVU, Morgantown and West Virginia.

Acknowledgement of the Terms and Conditions

Please acknowledge your acceptance of these general conditions and the more specific aspects of your employment as outlined in this letter within ten working days of its receipt (If these terms of employment are agreeable, please sign & date this contract, and return it to me). Should you have any questions about this appointment letter, please do not hesitate to contact me. We look forward to you joining the West Virginia University team and to the contributions that you will make to the university.

Sincerely,

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College

If via WVU Hire signature would be electronic. If additional appointment a signature would be appropriate.

*I accept the terms of this contract as stated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_*