CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

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

|  |  |
| --- | --- |
| Posting/Internal Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| Department Head | RECRUITERFNAME RECRUITERLNAME |
| Executive Division | JOBBRAND |
| Building Location | SITETITLE |
| Work Department/Non-Academic | GENERIC\_WORKDEPT\_ |
| Appointment Semester |  |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Total Stipend | ALLOWANCEFORCAR |
| Lab Premium, if applicable  | COMPANYBONUS |
| Total Credits | OFFERSUPPLEMENTARY\_TEXT10 |
| Health Benefit Enrollment Deadline | 31 days past OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| Union Information | <http://www.uconnaaup.org/>  |

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.

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. Please sign below to acknowledge you have read, understood and accepted the terms and conditions of this offer. Return one copy of this letter to the undersigned at your earliest convenience. On behalf of the University, I express my appreciation for your acceptance of this teaching assignment and hope that you find it both professionally and personally rewarding.

**Acceptance Statement**

* I acknowledge that I have read, understand and accepted the terms and conditions of the offer outlined herein and I certify that in accordance with University regulations for non-teaching UCPEA professionals I have not exceeded the 4-credit limit per semester or the 6-credit limit for this academic year.
* I have submitted a Temporary Flexible Schedule Request, if applicable.
* I am aware that State dual employment regulations require authorization from my primary department before I can receive compensation for this appointment.

Sincerely,

RECRUITERFNAME RECRUITERLNAME

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/).

*Last updated November 2019*