DATE

NAME

ADDRESS

TOWN, STATE ZIP

Dear NAME:

I write to offer you a Special Payroll appointment at the University of Connecticut.

|  |  |
| --- | --- |
| Posting/Internal Job Title | Special Payroll Lecturer |
| Department Head |  |
| Department  |  |
| Executive Division |  |
| Start Date |  |
| End Date |  |
| 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.

Your final compensation will be calculated according to the AAUP Summer and Intersession Agreement (Article 38; <https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/01/AAUP.CBA_.07.01.17.pdf>) at the end of the add/drop period for the Winter 2020 semester. As an example, compensation for a 3-credit course will be calculated as follows:

* 8 students - $5,382 as the base salary.
* 9 students or more - $200 per credit per student will be added to your base salary up to a maximum cap of 11% of your academic year salary or double the minimum adjunct rate, whichever is greater, up to a maximum of $17,227.98.
* Courses with other than 3 credits will be prorated (+/-) accordingly.

This compensation will count towards your 12/12ths earnings maximum for the current academic year and is contingent upon your having extra earnings capacity within your pay maximum. If you have already met or exceeded your 12/12ths compensation maximum, you will not receive extra compensation for this assignment. Please refer to the University’s Extra Compensation for Full-time Faculty in AAUP Policy at <http://policy.uconn.edu/?p=366>.

Your current position as an AAUP faculty member 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.

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. Please indicate your acceptance of the offer by signing below and returning one copy of this letter to me. We look forward to having you join us.

Sincerely,

SIGNATURE

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/).

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Signature Date