You have been appointed to the position of Per Course Faculty, a non-tenure track academic position to teach [name of class, CRN, etc.]. Your appointment will begin on _____ [first day of classes], and conclude on _____ [day before commencement]. Your salary for this period will be $ _____, payable in accordance to University policy. Payroll checks are direct deposited to the banking institution of your choice. In order to be paid, you must have an I-9 on file in Human Resources and a W-4 and direct deposit information in the Payroll Office. If you have questions regarding your pay, the W-4, I-9, or any other part of this letter, please contact the administrative assistant in the teaching department.   General information regarding this position, including any fringe benefits available, is found in the *Faculty Handbook*. The terms of your appointment will be governed by the *Faculty Handbook* which is subject to change, with or without notice, at any time.

All per course faculty must establish and regularly use Missouri State University email for all official communications with administrators, faculty, and students and to access critical information on emergency response and other safety and pertinent policy issues impacting all MSU instructors. Please check your University email account regularly for important information.

Per Course Faculty accepting this appointment must attend all required orientation sessions, whether scheduled by the Office of the Provost, or the College or Academic Department of the Per Course Faculty. Additionally, all employees, including part-time faculty members, are required to successfully complete the on-line Equity and Compliance training programs within thirty (30) calendar days from their start date. For a listing of the required training programs and employment obligations, go to Faculty Orientation, Compliance, and Professional Development Per Missouri law (Mo. Rev. Stat. § 199.290), all per course instructors must undergo a tuberculosis screening as part of the hiring process. In order to be able to teach in subsequent semesters, the screening must be completed during your first semester. You will not need to repeat this once completed.

In addition to teaching the section listed above, your responsibilities include submitting mid-term grades and final grades online and in accord with published timelines. All course syllabi must reflect the required policies outlined by both the *Faculty Handbook* and the Office of the Provost.

Vehicle registration and parking permits are required to park a vehicle on campus. The Office of the Provost will pay the purchase price for a COMMUTER parking permit for you. If you choose to get a Reserved Lot Permit, you are responsible for the difference in cost. In order to obtain your permit, you must fill out the Vehicle Registration Form http://www.missouristate.edu/assets/safetran/per_course_form.pdf and present it to the Parking Administration Office, 700 E. Elm St., on or before the first day of class. Additionally, those who are regular full-time faculty or staff are not eligible for parking paid by the Provost's office. You may view information about parking on campus at www.missouristate.edu/safetran/13314.htm.

Your appointment is contingent upon sufficient enrollment. Missouri State University reserves the right to revoke this recommendation or your appointment due to misconduct, the University's financial situation, or for any other reason without limitation. Under no circumstances should this letter be viewed as a contract for employment.

If you wish to accept the appointment described above, please indicate your acceptance by clicking 'Accept' below. If you do not wish to accept this appointment, please indicate so by clicking 'Decline'. Your name with assigned course load will be placed on the agenda for the Board of Governors at its next meeting.