Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to recommend that you be appointed to the position of Per Course Faculty, a non-tenure track academic position. Your appointment will begin on \_\_\_\_\_\_\_\_\_\_\_\_ [first day of classes], and conclude on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [commencement]. Your salary for this period will be $ \_\_\_\_\_\_\_\_\_\_, payable in installments (February – May for Spring) (September – December for Fall) (June - July for Summer). Payroll checks are direct deposited to the banking institution of your choice. In order to be paid, you must have a W-4 and an I-9 on file in Human Resources 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 our departmental secretary at [phone number]. 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 e-mail 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.

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 <http://www.missouristate.edu/equity/toolkit.asp>. Beginning in spring of 2015, all those hired as per course instructors must undergo tuberculosis screening as part of the hiring process, as mandated by Missouri law. *See* Mo. Rev. Stat. § 199.290.

Your specific responsibilities will include [include the following information: number of courses to be taught, number of credit hours (and contact hours if different), specific name of course(s), section number if known, etc.]. Your responsibilities will also include submitting mid-term grades and final grades online after your exam or no later than \_\_\_\_\_\_\_\_\_\_\_\_\_; handling all work associated with resolving incomplete grades; and distributing a course policy statement (including a statement of attendance policy) the first week of classes according to the guidelines in the *Faculty Handbook*.

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 enclosed Vehicle Registration Form and present it along with the enclosed copy of this appointment letter 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 to have their parking paid for. You may view information about parking on campus at [www.missouristate.edu/safetran/13314.htm](http://www.missouristate.edu/safetran/13314.htm).

My recommendation and your appointment are 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 sign this letter and return it to me within\_\_\_\_\_\_\_\_\_ days [no more than 10 days]. I will then recommend that your name be placed on the agenda for the Board of Governors at its next meeting. I will be pleased if you accept our offer.

Sincerely,

(signed)

Encl 1: Copy of this letter

Encl 2: MSU Vehicle Registration Form

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I accept your offer to be recommended for the appointment described above.

Date Signature

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