

*** **USE THIS FORM FOR AY 09-10 ONLY!!!** ***

CLARK UNIVERSITY
Part-time Faculty Appointment
(Request for approval – THIS PAGE;
Appointment letter – REVERSE OF THIS PAGE)

Name _____ Academic Year _____

Address _____ Dept _____

_____ Email _____

Phone # () _____ Acct # _____

Rank and Title Requested _____

Is this person new ***TO TEACHING*** at Clark University? Yes / No

If YES, a curriculum vitae must be attached to this form and the faculty member must contact HR (508-793-7294) to complete data and payroll forms.

<u>Semester/Yr.</u>	<u>Course Title</u>	<u>Course # and Section</u>	<u>Salary</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
TOTAL Salary:			\$ _____

Duties not otherwise stated: _____

NOTE: With the exception of COPACE, all official faculty appointment letters originate from the Office of the Provost.

Department Chair _____ Date _____

Budget and Planning _____ Date _____

Dean of the College _____ Date _____

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Date mailed to faculty member:

Dear Part-time Faculty Member:

I am pleased to offer you the appointment that is outlined on the reverse side of this letter. Your salary and responsibilities, including your specific duties, are listed there. Please note that fringe benefits are not included for this position.

To receive the full stipend for teaching formal courses, each course must enroll a minimum of 12 students; the University reserves the right to cancel any class in which enrollment falls below this minimum.*

If you are a new employee, you will find enclosed a Faculty Employment Form 1 (FEF1) as well as a list of documents regarding the Immigration Reform and Control Act of 1986. Employment is contingent up on authorization to work in the United States. A document check will be conducted when you complete your forms for employment. Please call the HR office at 508-793-7294 to schedule a time to visit their office to complete the necessary payroll forms.

Note that the University and students will use your Clark email account (@clarku.edu) for sending important information and correspondence. If you wish to use an outside email address, we can set up a forward on your Clark email account so that mail sent to your Clark address would be delivered to your preferred address. If this is your preference, email your request for "mail forwarding" to helpdesk@clarku.edu as soon as possible.

Clark University is committed to excellent instruction for its students, and reasonable office hours are an obligation for all faculty. Visiting and part-time faculty must be on campus for a period of time greater than the formal meeting of their classes. Suitable arrangements for meeting students should be discussed with your department chair.

Please indicate your formal acceptance of this offer by signing this form in the space provided below, and return the original to Barbara Hill, Provost's Office, within the next two weeks. The enclosed copy may be retained for your own records.

Cordially,



Walter Wright
Associate Provost and Dean of the College

cc: Director, Human Resources
Department Chair/Program Director
Part-time Faculty Member

***The payroll payment schedule for this stipend will be your semester salary divided into 8 equal bi-weekly payments beginning on Friday, September 11 for the Fall, 2009 semester and/or Friday, January 29 for the Spring, 2010 semester.**

Signature _____ Date _____

RETURN TO: Barbara Hill, Provost's Office, Clark University, 950 Main St., Worcester, MA 01610-1477

**Please note that this letter serves as the formal appointment letter.
No additional letter will be sent to the instructor.**

(Form revised by D. Brenner 7/09)

