

APPENDIX N-5

UNIFORM LETTER OF APPOINTMENT:

PART-TIME FACULTY ("03")

Dear _____:

I am pleased to offer you (***subject to the approval of the Board of Trustees**) an appointment as a part-time instructor to teach the course(s) listed below in the _____ Department to be compensated at the rate of \$_____ for the _____ semester of _____. Your employment period will run from _____ through _____. As a part-time faculty member teaching at least your third consecutive semester, you are governed in the conditions of your employment by the collective bargaining agreement between the Board of Higher Education and the Massachusetts State College Association (MSCA/MTA). One such condition is a requirement that all members of the bargaining unit pay dues to the Association or, in lieu of dues, an agency service fee. A copy of the collective bargaining agreement may be obtained in the MSCA/MTA office on campus.

Course assignment(s):

[*This offer of appointment is contingent upon satisfaction of any requirements imposed under Federal laws governing immigration and naturalization.]

This letter serves to let you know that this appointment is of a limited duration to meet a special need in your department. The term of your appointment will conclude automatically on the date specified above, and this letter will serve as the only notice you will receive concerning the nature of your appointment.

If this offer of employment is acceptable to you, please sign, date, and return one copy of this letter to the Academic Affairs Office, _____, within five days. Please note that it is important for you to visit the Personnel Office on or before your first day of employment for the completion of several forms which will activate the payroll process.

All of us at _____ look forward to working with you.

Sincerely,

Vice President
Academic Affairs

I fully understand the limited nature of this appointment and accept this notice of the date of its termination.

Date

Signature

[*if applicable]