

McNeese State University
LETTER OF APPOINTMENT
 Visiting Lecturers

NAME: _____
MSU ID: (or SS#) _____ **HIGHEST DEGREE:** _____
DEPARTMENT: _____ **COLLEGE/DIVISION:** _____
APPOINTED SEMESTER: _____ **ACCOUNT:** _____

This is to inform you that your appointment is for one semester only at the salary of \$_____.
 As a part-time employee, you are not eligible to receive employee benefits. Your responsibilities include performing necessary duties related to teaching/supervision in the following course(s):

Identify Each Course Number/Section	Credit Hours	Clock Hours 2.5 hours assigned for each Credit Hour*	FTE(Total Effort Hours/week) Includes course prep and office hours
			*Clock hours assigned each credit hour include instruction, availability for student questions outside of class; course preparation and grading; and other duties related to course instruction. Part-Time employees are not ACA Eligible if FTE is less than 29 hours per week.
Total Hours			

_____ First-time appointment
 _____ If not first-time appointment, indicate most recent appointment Year: _____ Semester: _____
 _____ If not first-time appointment, indicate SEI's discussed with Yes: _____ When: _____
 appointee

By signing this document the appointee agrees to learn and comply with University, governing board, and NCAA policies and procedures and/or rules and regulations; meet assigned classes according to the University schedule; provide all students in the course a course syllabus at the first class meeting compliant with University guidelines; keep attendance and report such as requested; post grades and submit required reports by the announced deadlines; maintain communication with the department head; and notify the department head or dean prior to the scheduled class if an emergency or illness prevents attendance for class instruction. Refer to the McNeese State University website (www.mcneese.edu/policy) for information regarding policies. This one-semester part-time appointment is pending completion of hiring procedures, background check, and receipt of official transcripts. The Office of Human Resources has additional information regarding pay processes.

Appointee Signature	Date
Department Head Signature	Date
Dean Signature	Date
Vice President of Academic Affairs Signature	Date

NOTE: This form must be completed and submitted to the Office of Academic and Student Affairs no later than the end of the first day of class each semester. (Revised September 2015)