

SAMPLE LETTER OF OFFER – ADJUNCT APPOINTMENT

Dear (Faculty Member):

Western Michigan University is happy to recommend you to its Board of Trustees for a position as Adjunct _____ (rank) _____ in the department/school of _____ .

An adjunct appointment does not carry with it any commitment for compensation or any specific proportion of time that you will participate in any particular semester or session. We will agree in advance of any assignment requiring compensation, because any such agreement requires the approval of the Dean and the Provost. Any adjunct appointment does not involve tenure or tenure rights.

It gives us great pleasure to associate you with the University as a member of its faculty and we hope that you will find this offer an acceptable one. Please sign the original copy of this letter and return it to me at your earliest convenience so that the Board of Trustees may act upon your appointment. Since the complete appointment or renewal process can take up to three months to reach Board level, an expeditious response will facilitate confirmation and initiation of the appointment within the specified time.

Sincerely,

(Chair/Director)

I accept the terms of appointment as stipulated in the above letter of offer.

Signature

Date

c Provost
 Dean