

*{letter\_date}*

*{first\_name} {last\_name}*

*{Street}*

*{city}*

*Dear {first\_name}:*

By direction of Rochester Institute of Technology (RIT), I am pleased to offer you an appointment as Adjunct Faculty/Staff in the Department of Wellness Education, in the Division of Student Affairs at RIT.

This appointment begins on {semester\_start\_date} and ends on {semester\_end\_date} and follows the approved academic calendar for the period of this appointment. Please note that this appointment is for these dates only.

Please note: *For RIT retirees returning to work. Under Federal law, if a retiree or the retiree’s spouse/partner accepts a short-term position at RIT (such as an adjunct assignment) after their retirement, their HRA funds cannot be used for expenses incurred while they are employed.*

Your salary for this appointment is ${total\_pay} and will be paid on the bi-weekly pay calendar beginning on {first\_pay\_date} and ending on {last\_pay\_date}. Please refer to RIT payroll calendar on the RIT Payroll website <https://www.rit.edu/fa/controller/payroll> for more information on specific pay dates. Your assignment includes the list of courses and other duties in the table below. It also includes any changes that may be required to schedules, core instructional modality, and key assignments or assessments that would be required in response to events occurring within the appointment period. In addition to these duties, all faculty are expected to be flexible in their course designs, to anticipate contingencies, and to hold office hours that enable students to seek help with coursework. As a reminder, RIT is working in the context of a public health emergency and may need to change teaching modality on short notice.

{#courses}

{course}

{/courses}

This offer is made in accordance with the university’s policies and procedures as set forth in the *Institute Policies and Procedures Manual* which can be found at [www.rit.edu/policies](http://www.rit.edu/policies), and may only be accepted upon the execution of this letter. The provisions of all university policies and procedures, as they currently exist, are incorporated by reference in this offer letter. I urge you to take the time to read these policies as they will govern your rights and responsibilities as an employee of RIT. Please note that the university’s policies and procedures and its employee benefits will change over time; any such changes will automatically apply to you and your employment at RIT. Information about RIT benefits may be found at [www.rit.edu/HumanResources](http://www.rit.edu/HumanResources).

You will be required to participate in mandatory training sessions as required by applicable law or RIT policies and procedures. Please note that participation in these mandatory training sessions is an essential function of your job.

This offer is contingent on verification of your eligibility to work in the United States and upon the results of a successful background screening. Information on the RIT Background Screening process can be found at <https://www.rit.edu/fa/humanresources/content/criminal-backgroundmotor-vehicle-records-mvr-check-criteria-april-1-2013>, please complete the Background Screening authorization form <https://www.rit.edu/fa/humanresources/sites/rit.edu.fa.humanresources/files/forms/backgroundcheck.pdf> and return it to [hr@rit.edu](mailto:hr@rit.edu).

On or before your first day of employment, Section 1 of the I-9 form must be completed - this can be done by logging into <http://www.newi9.com/> – RIT’s employer code is **15083**.  Please bring original documents, as described here <https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents>, to the Office of Human Resources by your third day of employment. These documents must be presented in person and the verification process must be completed prior to the commencement of any work on behalf of the university.

If you are not a citizen or national of the United States, please **contact the Human Resources Department** **in the next five days** at 585-475-2424. They will assist with identifying any assistance RIT may need to provide to ensure your approval to work in the United States is obtained and confirmed prior to your start date.

Appointments are offered on an as needed basis and depend upon numerous factors, including but not limited to, sufficient course enrollment, continued availability of funding, and satisfactory performance. This appointment may be withdrawn at any time and you may be eligible to receive a prorated amount of the compensation stated in this offer letter. This prorated amount is intended to compensate you for work actually performed and shall be determined in the sole and exclusive discretion of RIT.

Finally, the terms and conditions outlined in this letter are the only terms and conditions offered; no other representations are valid. The execution of this letter is contingent upon receiving formal notification of your understanding and acceptance of these terms and conditions. Nothing contained in this letter, nor any statements made by any RIT employee, shall create the expectation of future appointments.

RIT’s policy E1.0 states that the annualized load for adjunct faculty may not exceed 50% of a full time load, this equates to the equivalent of 999 work hours in the calendar year. Please note that one credit hour equals three work hours for this purpose. Please complete the information below and sign and return this offer letter to acknowledge you have read, understood and accept the terms and conditions of this offer and that you have not exceeded the equivalent of 999 work hours in the calendar year. Please return by {due\_date}.

Welcome to RIT. We look forward to working with you.

Sincerely,



Michelle A. Schrouder

Director, Department of Wellness Education

{first\_name} {last\_name}

Please list all other RIT adjunct appointments below within this calendar year.

|  |  |  |
| --- | --- | --- |
| **Department Name** | **Course Name or Description of Duties** | **Term (please check all that apply)** |
|  |  | Fall Spring  Summer  Other |
|  |  | Fall Spring  Summer  Other |
|  |  | Fall Spring  Summer  Other |
|  |  | Fall Spring  Summer  Other |
|  |  | Fall Spring  Summer  Other |

I ACCEPT THIS APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

By accepting this appointment I agree to abide by all university policies.

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cc. Director

Human Resources