



February 3, 2022

Brian Hogan  
284 cross street unit 3  
Winchester, Massachusetts 01890

Dear Brian,

At Southern New Hampshire University we transform the lives of our learners and our success is defined by our learners' success. We can only accomplish this through the amazing work of our employees. We are thrilled to offer you an opportunity to join our team as a Part time Adjunct. We also recognize that you may have questions and we want to provide you with answers to those questions. The details of your offer can be found below:

**Start Date:** 02/27/2022

**Location:** Main Campus

To best meet the needs of our learners, we create our teaching assignments for adjunct faculty on a term-by-term basis. While we cannot guarantee assignments, you will receive separate Assignment Letter(s) outlining the dates, compensation and expectations for your specific course assignment(s).

Employees are paid on a bi-weekly basis on Friday, one week in arrears. This means that your paycheck will be for work you performed in the 2 weeks prior to the week you are paid. Please keep in mind that your first paycheck may be pro-rated based on your start date and your pay is subject to any applicable tax withholdings.

This position is a non-contracted position and will be on an at-will basis.

We hope that you will accept our offer. If you do, here are some important next steps:

- You will receive an email asking you to please fill out your background check consent form.
- If your references have not been contacted, we will be completing that process.
- For certain roles, you may be required to send us your official transcript(s) or we may be required to run a credit check. We will let you know if this applies to your role.
- You will receive communication regarding next steps in the onboarding process, including completion of the Form I-9 for employment authorization. Please know that the onboarding process happens electronically through Workday, our HR information system.
- SNHU currently requires all employees who work on-site or travel on behalf of the university to be fully vaccinated for COVID-19. If this position requires either on-site work or travel on behalf of the University, please know that you will be required to present proof of COVID-19 vaccination prior to your start date unless approved for an exemption.

These steps are all required and many are time sensitive. This offer is contingent upon your successful completion of these steps.

Please let me know if you have any questions as you move along through these processes. We are here to help ensure you have a great transition to our organization.

On behalf of Southern New Hampshire University, we look forward to your acceptance of our offer and hope that you will join our team!

Sincerely,

Brianna Power  
Talent Strategist  
b.power1@snhu.edu