



Benjamin Franklin  
Cummings Institute  
of Technology

5/22/2023

Brian Hogan

Dear Brian,

I am pleased to offer you an appointment as a Lecturer. Adjunct faculty appointments at Benjamin Franklin Cummings Institute of Technology are made on a per course basis. The compensation for each course includes class or laboratory hours, office hours and any departmental duties as explained by the department chair. Any absences should be reported to your department chair 24 hours before meeting times in order to cover the classes with other department staff, or arrangements should be made to make up missed classes. Your salary will be divided into equal biweekly payments, the first on 6/9/2023 through 7/7/2023. You have been hired to teach one or more courses for the Summer I 2023 semester, beginning on 5/22/2023 and ending on 6/30/2023 as described below.

Hiring Department: CT

CT144 Intermediate C++

Lecture Credit	Lab Credit	Total Credits
3	1	4
Pay Lecture	Pay Lab	Total Compensation

[REDACTED]

[REDACTED]

[REDACTED]

Any additional courses that you have been hired to teach would be listed in a separate letter. If you should have any questions, please feel free to discuss this with me personally.

Sincerely,

Marvin Loiseau Ed.D., Dean of Academic Affairs

I accept the appointment under the conditions and agree to render service in accordance therewith. I also understand that if I terminate my services before the end of the semester, I will forfeit any salary payment due beyond my last day of service and will be required to find my own qualified replacement approved by the Dean of Academics before terminating my contract. Additionally, leaving mid-semester for reasons other than something health related will likely deem you ineligible for rehire. Notes: If this course does not run due to low enrollment, you will be informed sometime between the week before classes start and the first day of classes. In the case of a course being canceled due to lack of participation, the attached letter of appointment is null and void. The College has a right to adjust and reissue this document if an error is identified. Adjuncts are subject to performance review and evaluation. If an adjunct does not perform to the work standards of the college, as outlined in the employee handbook, the adjunct may be terminated and not eligible for rehire.

I acknowledge the availability of the BFIT Employee Handbook. I have reviewed its contents and agree to abide by the policies outlined therein.

Signed:   
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Date: 5/22/2023