SAMPLE ADJUNCT APPOINTMENT LETTER (PAID)

Use on Department Letterhead

<Name>

<Address>

<Insert Date>

Dear <Name>:

It is a pleasure to offer you a <\_% [1-49%]> appointment as an Adjunct <Assistant Professor, Associate Professor, or Professor> in the Department of <appointing department> in the College of Agricultural and Life Sciences at the University of Wisconsin-Madison. This appointment is for the period beginning <begin date> and ending <end date>. Your full time annual base salary rate will be <$xx,xxx>, prorated to your appointment percentage.

This is a fixed-term terminal appointment and carries no tenure commitment. This appointment does not guarantee office or lab space, monetary compensation, administrative support (e.g., supplies, telephone services), or benefits at any time in the future.

The purpose of this appointment is to <include a description of responsibilities and/or the purpose of this appointment>. Your instructional/teaching work will be with Dr. <name of faculty individual is directly working with> and others in <department name>, specifically in the area of <detail instructional area individual will be associated with>. An essential part of these duties is working in a collegial relationship with other faculty and staff members. Your contributions and involvement will be a major asset to our program.

<Optional: You are invited to attend our regular faculty meetings and to vote on those matters not specifically restricted.>

This offer of employment is contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For more information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>. If you accept this offer of employment, you will receive an email from your hiring department with a link to UW-Madison’s electronic I-9 system. Section 1 of the electronic Form I-9 must be completed by the employee on or before the first day of employment. The system will provide the list of acceptable documents needed to complete the electronic form I-9. The list of acceptable documents should also be provided to you for your easy reference. The required documents must be presented to your employing department, in person, within three days of your employment start date. If you do not have the necessary documents, you must provide a receipt from a U.S. government agency for replacement document(s) within the three-day limit, and you must present the required document(s) within 90 days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period. Failure to produce appropriate work authorization documents will result in termination of your employment.

This offer of employment is conditional pending the results of a criminal background check, as required by Board of Regents policy. If the results are unacceptable, the offer will be withdrawn, or if you have started employment, your employment will be terminated. CALS HR staff will be submitting your name to Hire Right soon to initiate the background check. Please watch for an e-mail from Hire Right.

As an <Assistant Professor, Associate Professor, or Professor> appointment, you are eligible to use all campus libraries, recreational facilities, and have access to Union programs and services, including Mini Courses and Hoofers. You also have Wisc-World privileges (Internet access, e-mail usage, and Wisc-World software bundle) and have access to specific Division of Information Technology (DoIT) services and products. If you have questions about any of the above indicated information, please contact <department administrator> at the departmental office.

Renewal of this appointment is possible. If you wish to continue this affiliation beyond <appointment end date>, we ask that you inform us in the <spring or fall of 20XX>.

We hope that your experience here will be both gratifying and beneficial.

Sincerely,

<Name of Supervisor or Appointing Authority> <Name of CALS HR Assoc Dean>

<Title -- Professor and Chair> Associate Dean

Department of <appointing department> CALS Human Resources

*I accept this appointment.*

Signature Date

Attachment – Information for Adjunct Appointees

c: CALS Human Resources

<Department Center>-file