[Date]

[Name]

[Address]

[City, State, Zip]

[Email]

Dear [Name]:

On behalf of the [Academic Unit] in the Martin-Gatton College of Agriculture, Food and Environment, it is my pleasure to extend to you an offer of academic appointment as **Part-Time** **Instructor**, non-tenure eligible, in support of the teaching assignment as described below. This appointment is for the period of [date] through [date]. Your appointment is subject to approval by the University of Kentucky administration and the Board of Trustees.

**Teaching Assignment and Salary:**

[Fall, Winter, Spring, Summer] 20[XX]

[Course number, Course Section] | [Course Name] | [Days and Time] | [#] Credit hours

As this assignment is unrelated to the scope of duties as outlined in your job description, it will be considered an overload with subsequent additional payment(s). The salary for this assignment is $[amount], at the standard rate of $[amount] per credit hour. This assignment is contingent upon course enrollment. Further, in accepting this appointment, you understand that you are not assured an assignment for the entire appointment period.

As a reminder, course syllabi should conform to all University requirements and course Canvas shells should use the college’s template. The [Center for Student Success](https://students.ca.uky.edu/contact) is an excellent resource for questions on course policies and instructional design support.

[Academic unit may add additional information about responsibilities and expectations here.]

**Conditions of Assignment**

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is the University’s principal accrediting agency, requires that we receive an official transcript of your academic work from the institution in which you earned your highest degree. If the highest degree does not match the academic unit’s discipline, then transcript(s) of next highest degree is also required. The institution(s) should email the official electronic transcripts to [Unit HR Administrator].

Additionally, please email a career CV demonstrating your experience relevant to the course content, including:

* Dates, institutions, and majors of all earned degrees.
* Any licenses or certifications relevant to the course(s) you will teach, including dates of validity.
* Dates, job titles, organizations, and responsibilities of all relevant professional positions.
* Non-professional experience (i.e., volunteer, extracurricular, hobbyist) that is relevant to the course and the dates of these experiences. For example, 20 years of amateur competition experience for a course in that field is valuable.
* Publications and/or professional presentations relevant to the course subject matter, including dates.
* Any awards or other recognition received for teaching or advising experience either in professional or amateur settings, including dates is helpful.

We look forward to the contributions you will make to the [academic unit] at the Martin-Gatton College of Agriculture, Food and Environment. Acceptance of this offer must be confirmed by returning an electronic signed copy of this letter within [number] business days. If you should need any additional information, please do not hesitate to contact me at [email address] or [phone number].

Sincerely,

[Academic Unit Leader Name]

[Title]

[Academic Unit]

**I accept this faculty appointment with the terms and conditions stated in this letter of offer.**

Signed: Date:

*In accepting this offer of employment, you certify your understanding that your employment will be on an at-will basis, meaning your employment termination may be initiated at any time by either you or the University in accordance with Governing Regulation 10: Regulations Affecting Employment.*

**Informational Links:**

[Administrative Regulations 2:1-1](https://regs.uky.edu/administrative-regulation/ar-21-1)

[GR VIII - University Appointments](https://regs.uky.edu/governing-regulation/gr-viii)

[GR X: Regulations Affecting Employment](https://regs.uky.edu/governing-regulation/gr-x)

[Faculty Handbook](https://ofa.uky.edu/faculty-handbook)

[Exempt Staff Overload Compensation](https://hr.uky.edu/policies/compensation-administration)

[PTI Onboarding Checklist](https://administration.ca.uky.edu/sites/administration.ca.uky.edu/files/New%20PTI%20Onboarding%20Checklist_April2024.pdf)