

**Letter to be sent to a *new* part-time faculty hire (by the Dean's office):**

<<date>>

<<name>>

<<address>>

<<city, state, zip>>

Dear \_\_\_\_\_:

On the recommendation of \_\_\_\_\_, Chairperson of the \_\_\_\_\_ Department, I am pleased to offer you an appointment to teach on a part-time basis for the \_\_\_\_\_ term.

If you accept this offer, please sign below and return one copy of this letter, along with the completed University of Scranton Part-Time Faculty Application, and the permission to perform a criminal background check, which are enclosed. Please return all three documents to my office in the envelope provided (or via email, if applicable).

Sincerely,

Dean

**Please sign below:**

I agree to teach \_\_\_\_\_ in \_\_\_\_\_ semester at the rate of \_\_\_\_\_ per credit for a total of \$ \_\_\_\_\_.

Name

Date