**OFFER LETTER TEMPLATE: University Staff Engaged in Teaching (Exempt from FLSA)**

**POLICY REF:** [**PROV-008**](http://uvapolicy.virginia.edu/policy/PROV-008)**, Teaching Courses for Academic Credit**

*Instructions: Items formatted as <ALL CAPS> should be replaced with details specific to the individual appointment. Items formatted as <lower case/lower case> indicate options from which you should choose. <PRIMARY SUPERVISOR> refers to the instructor’s primary supervisor in their capacity as University staff. <TEACHING SUPERVISOR> refers to the individual who will oversee the instructor’s teaching responsibilities.*

<DATE>

<INSTRUCTOR NAME>

<INSTRUCTOR’S U STAFF TITLE>

<ADDRESS>

RE: Faculty Appointment for <ACADEMIC YEAR OR SEMESTER>

Dear <NAME>:

I write to confirm and thank you for agreeing to teach <COURSE MNEMONIC AND NUMBER> during the <DATE> <academic year/semester>. As a University staff employee who has been approved to assume teaching responsibilities, you will receive the faculty appointment of Lecturer in the School of <SCHOOL>.

Your teaching duties and responsibilities will be supervised and evaluated by <TEACHING SUPERVISOR NAME AND TITLE>. **IF THIS INDIVIDUAL TAUGHT IN THE PREVIOUS TERM/ACADEMIC YEAR ADD:** <TEACHING SUPERVISOR NAME> has reviewed your course evaluations for <PREVIOUS DATE> and informs me that your performance as an instructor was excellent <OR DESCRIBE>. We are grateful for your work with our students and appreciate that you will teach for us again this <year/semester> <OR ALTERNATE SENTENCE OF THANKS>.

As a University Staff employee, your first responsibility is to carry out the requirements of the job for which you were hired and to ensure that your teaching activities do not adversely impact your primary job responsibilities. Your supervisor, <PRIMARY SUPERVISOR>, has approved your teaching activities, including preparing for your course and advising students, as part of your full-time responsibilities at the University.[[1]](#footnote-1) It is anticipated that your teaching activities will take [PERCENTAGE] of your work effort for the term of this appointment. In consultation with <PRIMARY SUPERVISOR> and <TEACHING SUPERVISOR>, you will be released from normal work duties for specified times during the regular work day as needed and agreed upon to manage your teaching responsibilities.

For more information regarding your teaching responsibilities and your faculty appointment, please see the faculty handbook published by the Office of the Executive Vice President and Provost (<http://provost.virginia.edu/faculty-resources/faculty-handbook>). You should review the handbook with particular attention to policy PROV-008, Teaching Courses for Academic Credit.

The terms of this appointment are subject to change contingent upon available funding and/or course enrollment/cancellation. Past experience indicates that it is occasionally necessary to cancel a scheduled course before it is underway because of changes in the instructor’s professional commitments, unexpectedly low enrollment, or similar circumstances. Should there be any change that would make you unavailable to offer your course as scheduled, please notify me as soon as possible. If the course is cancelled for any reason, this agreement becomes void.

The University has an honor system of which its students and alumni are proud. The student body administers the system through the annually elected Honor Committee. In accepting our offer you are indicating a willingness to cooperate with the student body in maintaining the honor system. For more information on faculty and the Honor System, see <http://provost.virginia.edu/node/54>.

On behalf of the faculty and staff of the School of <SCHOOL> I wish you success in your endeavors here.

Sincerely,

<DEAN>

<DEAN TITLE>

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<PRIMARY SUPERVISOR>

<PRIMARY SUPERVISOR TITLE>

<PRIMARY SUPERVISOR UNIT>

I warrant that the credentials reflected in the curriculum vitae and transcript of my teaching credentials are correct and accept the offer contained in this letter by signing below.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

<UNIVERSITY STAFF EMPLOYEE>

<U STAFF TITLE>

<U STAFF UNIT>

1. Schools should discuss appropriate financial arrangements with the University staff employee’s primary supervisor and home unit to determine if the school will contribute funds toward the employee’s salary to compensate the home unit for releasing the employee to teach. Such contributions may be handled through the labor distribution schedule in the University’s HR system or as a transfer of funds from the school to the home unit. If the employee is part-time in the home unit, the employee’s FTE should be increased to reflect their teaching responsibilities and the school will fund the salary and fringe benefits associated with the increase. For more detail regarding compensation for teaching, see [PROV-008](http://uvapolicy.virginia.edu/policy/PROV-008). [↑](#footnote-ref-1)