[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

 Re: Offer of Employment as a Limited-term Lecturer at Purdue University

Dear [Dr./Mr./Ms.] [Last Name]:

On behalf of Dean [name] and the [insert College name], it is my sincere pleasure to offer you employment as a Limited-term Lecturer in the [School/Department name] at Purdue University. This offer is contingent upon approval by the Provost of Purdue University and the satisfaction of various other conditions as described in this letter.

*Salary & Benefits*

Your appointment will begin on [insert start date must use WL Campus Contract Dates] and end on [ insert end date – must use WL Campus Contract Dates]. Your salary will be $ [Salary – simply what they will be paid for the LTL appointment] and will be paid to you in five installments during the semester, with partial payment in [August or May] and full payments in [insert months]. Your appointment will be at [insert FTE] FTE and your position is not benefits eligible. Your total credit hours teaching during [insert semester ex: Fall Semester] are [insert # of credit hours].

Your responsibilities will involve teaching [insert courses along with credit hours for each specific course]. In addition, [insert any office hour responsibilities or other responsibilities and their associated hours].

[Insert a paragraph about Teaching Dates if you would like to.]

*Applicable Terms & Conditions of Limited-Term Lecturer Appointments*

As a Limited-term Lecturer at Purdue University, your appointment is subject to all applicable Purdue University policies, as they may be amended from time to time. It is your responsibility to become acquainted with the following policies, which are specifically incorporated into this letter:

1. VI.F.4 “Terms and Conditions of Employment of Lecturers”

<http://www.purdue.edu/policies/human-resources/vif4.html>

1. I.A.1 “Intellectual Property”

[www.purdue.edu/policies/academic-research-affairs/ia1.html](http://www.purdue.edu/policies/academic-research-affairs/ia1.html).

1. B-4 “Political Activities”

[www.purdue.edu/policies/ethics/**b**-**4**.html](http://www.purdue.edu/policies/ethics/b-4.html)

1. VI.F.12 “Academic-Year Employment”

<https://www.purdue.edu/policies/human-resources/vif12.html>

1. III.B.1 “Conflicts of Commitment and Reportable Outside Activities”

[www.purdue.edu/policies/ethics/iiib1.html](http://www.purdue.edu/policies/ethics/iiib1.html)

Please note that policy I.A.1 referenced above requires Limited-term Lecturers who create intellectual property (“IP”) in the course of their employment with Purdue University to execute a general assignment of such IP in favor of Purdue, subject to certain exceptions, including one for certain scholarly and instructional copyrightable works. By accepting this offer letter, you will be making a prospective assignment of Purdue Intellectual Property (as defined in policy I.A.1) that you create in the course of your employment with the University.

*Conditional Offer*

This offer is contingent upon successful completion of a background check conducted on all positions at Purdue University. You will be contacted *via* email by “HireRight,” the company that the University relies upon to perform the background check. Please respond promptly with the requested information.

This offer is contingent upon submitting proof of your identity and eligibility to work in the United States. Purdue University utilizes an online onboarding system through which you will complete new hire electronic documents, including the electronic Section 1 of the USCIS ***Form I-9, Employment Eligibility Verification.***  Section 1 must be completed ***no later*** than your start date. A Welcome email will be sent to you from ***Purdue HR*** and will contain the link and information needed to log into your employee dashboard where you will complete your electronic documents.  Section 2 of the electronic I-9 must be completed no later than the 3rd business day after your start date and requires you to physically present original and unexpired document(s) from the [List of Acceptable Documents](https://www.uscis.gov/i-9-central/acceptable-documents) in person to a predetermined location on campus.

This offer is also contingent upon sufficient student enrollment in the above-listed courses as well as overall enrollment with priority for teaching schedules given to resident faculty. If there is insufficient enrollment, then this appointment is subject to cancellation.

This letter and the policies referenced above contain the entire agreement concerning your employment with the University. If these terms are acceptable and if you assent to the assignment of Purdue Intellectual Property, as described above and defined in Policy I.A.1, please sign where indicated below and return a signed copy to me by [insert date]. A fully-signed copy of this letter (i.e. containing my, your and the Provost’s signature) will be provided to you immediately upon the Provost’s review and approval of the appointment.

The faculty and staff join me in welcoming you to [School/Department Name] and look forward to working with you. We trust that it will be mutually rewarding.

Sincerely,

[Location Director]

[Location Name]

[College Name]

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R. Andrew Schaffer, Assoc. Dean Statewide Technology Date

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Susan Kotterman, Director of Operations Date

I have read and understand this letter and the policies referenced above, I agree to the terms and conditions of this appointment, and I hereby assign to Purdue University all Purdue Intellectual Property that I may create in the course of my employment with the University.

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[First Name] [Last Name] Date

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Office of the Provost Date

cc: