**Associate Faculty Appointment Letter Template (2019)**

[Text in Bold and in [] should be modified appropriately]

[All information on first page required except green paragraph; feel free to revise all paragraphs]

**[Date**

**Name**

**Address**

**City/State/Zip Code]**

Dear **[NAME]**

It is my pleasure to offer you a position as an Associate Faculty in the Department of **[Dept Name]** for **[TERM]** semester **[YEAR]**. Based on your expressed interests and/or your experiences as a teacher, I have scheduled you to teach the following course(s) for a total of **[#]** credits:

***[Course; title; credits]***

***[Section number; day; times]***

The first day of classes is Monday, **[MONTH, DAY, YEAR]**. The academic calendar can be found at this website, with specific dates for holidays, mid-term break, and finals week listed:

<https://studentcentral.iupui.edu/calendars/official-calendar.html>

The pay rate for Associate Faculty teaching in the School of Liberal Arts is $2,700 **[or $2,970 is senior associate faculty]** for each 3-credit course, which is paid in five monthly installments. The payroll schedule may be viewed at: <https://fms.iu.edu/payroll/pay-dates/> . As you are teaching **[#]** credits, you will be paid **[# x $2,700 or $2,970]** for the semester. **[The following is for AFs not teaching on-line only; also does not apply to graduate students:] In addition, the school will include in your monthly installment a monthly supplement of [$ determined by finance office] that can be used to cover the cost of an EM parking pass to park on the IUPUI campus.**

As a reminder, all Associate Faculty assignments are, in the end, dependent on enrollment. This means that we may have to alter or cancel your appointment if student enrollment for the whole department is not what we anticipated, even if your particular class is sufficiently enrolled. While I will make every effort to avoid this, and have tried to plan conservatively, ultimately the decision to cancel a class is not mine but the Dean’s.

The **[department]** reserves the right to discontinue the appointment at any point at its sole discretion for reasons including, but not limited to, unsatisfactory performance, academic misconduct, and the like. Continued employment is subject to all applicable university policies and procedures including satisfactory background check.

Please note that acceptance of this teaching appointment indicates the acceptance of the teaching **[and orientation]** responsibilities which are described on the attached page. Please sign and return it to me by **[DATE]**.

**[Following wording to be adjusted depending on department/course; other expectations can be added:]** If you are teaching a new class, please contact **[person]** to arrange for pickup of the curriculum guide and textbook for that class.

If you have any questions about the course you will be teaching or if you cannot accept this assignment, please contact me at **[PHONE]** or **[E-MAIL]** as soon as possible.

I look forward to working with you!

**Associate Faculty Acceptance of Teaching Responsibilities**

[Helpful information not required—items can be tweaked; expectations can be added]

The IU School of Liberal Arts is pleased to welcome you as a member of its associate faculty. This document outlines your teaching responsibilities and the resources provided for you by the program and school. Keep one copy for your records, and sign and return the other.

**Department Policies**:

* In addition to regularly scheduled course meeting times, instructors must keep a minimum of one office hour per section per week so that students can have access to them outside of class. Your office hours should be announced in your syllabus and in class.
* Instructors are expected to teach within the department guidelines for assignments, texts, and grading. The curriculum guides for all courses provide flexibility for instructors but specify course and assignment goals. Consult the course curriculum guides for more information.
* A copy of your syllabus and a plan for your first two weeks must be turned in to the chair/director, by the end of the first week of classes.
* All instructors are required to use their IUPUI e-mail account and to check their e-mail weekly for announcements and other program correspondence.
* All instructors are required, minimally, to post their syllabi on CANVAS, the IUPUI course management system. Everyone is encouraged to take full advantage of the benefits of Canvas for all areas of instruction. The Center for Teaching and Learning provides helpful webinars on using Canvas and other tools: <https://ctl.iupui.edu/Resources>.
* All instructors are required to have students complete online course evaluation forms at the end of each session.
* All instructors are required to give the chair/director a copy of the final grade sheet each semester for our records. Alternatively, and preferably, keep all grades on the course CANVAS site.
* New instructors are hired on a probationary basis. In the first session of employment, someone from the department will observe instructors at least once. Subsequent hiring is based on the observation report, completion of other expected duties, and satisfactory student evaluations.

**Education Technology/Classroom Supplies**: Call 274-HELP for information about getting an e-mail account set up, a network ID, and for information about public computing facilities. With a network ID, you have access to computer facilities campus-wide. (See also this site: <https://kb.iu.edu/d/apfi>)

**Copying**: With your Crimson Card, you will be able to use the photocopier in CA313, as well as other school photocopiers in the building. Only copies in support of your teaching should be made.

**Associate Faculty Offices**: School associate faculty will be provided with shared office space in CA313. Each space has a networked computer in it. Those who wish to use this space should email the CA313 Coordinator at [assocfac@iupui.edu](mailto:assocfac@iupui.edu) to request a cubicle and a mailbox.

**Crimson Card**: As a member of the IUPUI faculty, you are eligible for a Crimson Card. If you have never had a Crimson Card before, you can go to Campus Card Services on the second floor of the Campus Center (8 am – 5pm daily) to have your picture ID prepared. You will be required to show your driver’s license or other picture ID. The cost of the card is $25, and will be paid for by the department; you will need a signed letter, on letterhead, from the chair of the department approving this cost, along with the department account number to be charged. See: <https://crimsoncard.iu.edu/>

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Signature Date