

# Adjunct Faculty Hiring Agreement

Date: [Insert Date]

Dear [Adjunct Faculty Name],

We are pleased to offer you a position as an Adjunct Faculty member in the [Department Name] at [University/Institute Name] for the [Semester/Year]. This letter outlines the terms of your appointment.

## Position Details

**Course Title:** [Course Title]

**Course Code:** [Course Code]

**Credit Hours:** [Number of Credit Hours]

**Salary:** [Salary Amount] per course

## Time Commitment

This position requires approximately [Number of Hours] hours of work per week, including class time, office hours, and course preparation.

## Responsibilities

- Teaching assigned course(s) and providing quality instruction.
- Preparing course materials and assignments.
- Holding office hours for student consultation.
- Submitting grades and participating in departmental meetings as required.

## Conditions of Employment

Your employment is contingent upon the successful completion of a background check and compliance with [University/Institute Name] policies.

Please sign and return this letter by [Return Date] to indicate your acceptance of this offer.

Sincerely,

[Your Name]

[Your Title]

[University/Institute Name]

Acceptance:

I, [Adjunct Faculty Name], accept the terms and conditions outlined in this hiring agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_