

Adjunct Faculty Position Contract

Date: [Insert Date]

[Insert Recipient Name]

[Insert Recipient Address]

[Insert City, State, Zip Code]

Dear [Recipient Name],

We are pleased to offer you an adjunct faculty position at [Insert Institution Name] for the [Insert Academic Term/Year] academic term. You will be teaching [Insert Course Name/Course Code], which is scheduled to meet on [Insert Days/Times].

Your appointment is subject to the following terms:

- **Compensation:** You will receive a stipend of [Insert Amount] per course, payable in accordance with the institution's payroll schedule.
- **Duties:** Your responsibilities will include teaching, preparing course materials, grading assignments, and holding office hours as required.
- **Duration:** This appointment is for [Insert Duration], starting on [Insert Start Date] and ending on [Insert End Date].
- **Institution Policies:** You are expected to adhere to all institutional policies and codes of conduct.

If you accept this position, please sign and return this letter by [Insert Deadline]. We look forward to your contributions to [Insert Institution Name].

Sincerely,

[Your Name]

[Your Title]

[Insert Institution Name]

[Insert Institution Address]

[Insert City, State, Zip Code]

Accepted by: _____ (Signature)

Date: _____