

Adjunct Professor Engagement Contract

Date: [Insert Date]

[Insert Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Insert Name],

We are pleased to offer you a position as an Adjunct Professor in the [Insert Department or Program] at [Insert Institution Name] for the [Insert Semester/Year].

Engagement Details

- **Course Title:** [Insert Course Title]
- **Course Code:** [Insert Course Code]
- **Course Schedule:** [Insert Days and Times]
- **Compensation:** [Insert Payment Details]

Responsibilities

Your primary responsibilities will include:

- Delivering course material in accordance with the syllabus.
- Grading assignments and examinations in a timely manner.
- Office hours for student consultations.
- Submitting final grades by the deadline set forth by the institution.

Contract Terms

This contract shall commence on [Insert Start Date] and shall terminate on [Insert End Date], subject to renewal based on institutional policies.

Acceptance

Please sign and return this letter by [Insert Deadline Date] to confirm your engagement. We look forward to your contributions to [Insert Institution Name] and our students.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Institution Name]
[Insert Contact Information]

[Insert Name of Adjunct Professor]

Date: _____