

# Part-Time Faculty Engagement Letter

Date: [Insert Date]

[Faculty Member's Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip]

Dear [Faculty Member's Name],

We are pleased to offer you a part-time faculty position in the [Department Name] at [Institution Name] for the [Term/Year]. Your engagement will be effective from [Start Date] to [End Date].

Your responsibilities will include, but are not limited to:

- Teaching [Course Name] for [Number of Credits] credits.
- Preparing course materials and assessments.
- Providing guidance and support to students.
- Attending departmental meetings as required.

Compensation for this position will be [Compensation Details]. Payment will be disbursed on a [Monthly/Quarterly] basis.

Please confirm your acceptance of this engagement by signing and returning this letter by [Response Due Date]. If you have any questions, feel free to reach out to me at [Your Contact Information].

We look forward to welcoming you to our faculty!

Sincerely,

[Your Name]  
[Your Position]  
[Department Name]  
[Institution Name]  
[Contact Information]

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

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