*Insert date*

*Insert name*

*Insert street address*

*Insert city, state, zip code*

Dear *insert name*:

I am pleased to offer you employment as a part-time quarterly *instructor [or library faculty member]* in the *insert unit name* Department at Eastern Washington University to *teach the course(s) [or perform the specified work]* listed below.

As a part-time quarterly instructor, you shall perform these duties: *[insert list of duties, such as preparation for class instruction, publication and distribution of a syllabus at the beginning of the quarter, a minimum of x office hours for weekly student contact, labs, field application, individual instruction and grading]*

**Course 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Prefix | Number | Section | CRN | Credits | Title | |
|  |  |  |  |  |  | |
| Location | | Dates | | Meeting Pattern | | Salary |
|  | |  | |  | |  |

*[Copy and paste table above for additional courses.]*

The salary for any course may be reduced if minimum enrollment levels are not met.

**Before starting work,** you must complete a pre-employment criminal background check, complete an online policy orientation training and complete and return W-4 and I-9 forms.

Eastern Washington University will provide you with an email account, which will serve as the sole channel for all official university communications. You are expected to check this account regularly and use it for all EWU messages.

The University reserves the right cancel this agreement up to one week before the first date of the term.

Employment in this position is not applicable toward tenure and carries no right to subsequent appointment, and notice of non-renewal of appointment shall not be required. Your appointment does not constitute a regular faculty appointment, since you are not required to perform the other duties expected of regular faculty members such as scholarship, research, public service and/or creative activity. Subsequent quarterly teaching appointments, if any, shall be governed by the provisions in this paragraph.

As a part-time quarterly instructor, you must comply with all University [policies](https://inside.ewu.edu/policies/), procedures, [regulations](https://inside.ewu.edu/policies/knowledge-base/category/ewu-washington-administrative-code-wac/) and applicable provisions of the [Collective Bargaining Agreement](https://inside.ewu.edu/hr/unions-and-contracts/) between EWU and the United Faculty of Eastern (UFE). Any violation of the CBA or of a University policy, procedure or regulation will constitute a breach of this agreement and may serve as basis for termination of the agreement.

You can access the required faculty online [policy orientation training](https://inside.ewu.edu/hr/training/services/) on the Human Resources training courses website.

Please complete the attached forms, listed below. If any form listed below is not attached, the University has a current copy on file for you.

**Retirement Declaration form:** Must be completed each quarter you work. Enables the University to comply with Washington Administrative Code.

**W-4**: If you need to update your W-4 form, please download it from the Human Resources [forms page](https://inside.ewu.edu/hr/forms/), complete it and submit it with your contract letter.

**Employee Demographic Form**: This form will be used only for affirmative action purposes, also available on the Human Resources [forms page](https://inside.ewu.edu/hr/forms/).

**I-9 Form**: This form verifies your employment eligibility as required by United States Citizenship and Immigration Services to comply with current US immigration laws, also available on the Human Resources [forms page](https://inside.ewu.edu/hr/forms/).

**Direct Deposit Authorization Form**: This form can be found on the Payroll [forms page](https://inside.ewu.edu/financialservices/office-of-controller/payroll/forms/). Employees are paid on the 10th and 25th of each month.

Please indicate acceptance of this offer by signing below and returning the original of this agreement to my office by *insert date*. You may retain the second copy for your records.

If you have any questions, please contact me at *insert phone number and email.*

Sincerely,

*Insert name*

*Insert title*

c: Benefits Office

Budget Services

Human Resources

I accept this offer under the terms specified above.

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Signature Date

**References**

Human Resources forms: inside.ewu.edu/hr/forms/

EWU policies: inside.ewu.edu/policies/

EWU policy orientation training: inside.ewu.edu/hr/training/services/

EWU-UFE CBA: inside.ewu.edu/hr/unions-and-contracts/

Washington Administrative Code (WAC): inside.ewu.edu/policies/knowledge-base/category/ewu-washington-administrative-code-wac/