*The University of Alabama at Birmingham*

*CREDENTIALED COURSE INSTRUCTOR OFFER LETTER TEMPLATE*

Irregular Appointment (Assignment Category 04) *– College of Arts and Sciences and Academic Schools*

PLEASE USE THIS TEMPLATE TO RENEW CCI CONTRACTS FOR A NEW TERM

(Insert Date)

(Insert Name)

(Address)

(Address)

(City, State ZIP)

Dear (insert name):

It is my pleasure to offer you the position of Credentialed Course Instructor (Irregular Status) for the (insert term) beginning (insert date) extending through (insert date).

Employees hired on a temporary basis or who will be working irregularly scheduled hours are hired on an “at will” basis regardless of the expected length of the appointment. This means that while your appointment may carry a specified timeframe; either you or the University may choose to end this relationship at any time and for any reason, with or without notice. As a Credentialed Course Instructor, you are subject to the guidelines outlined in the *You and UAB Handbook* which is located online at <http://www.uab.edu/humanresources/home/policies/handbook>, as well as all UAB Policies and Procedures listed online at <http://sppublic.ad.uab.edu/policies>. Please review the policies and procedures by clicking on the Human Resources link.

You will be responsible for teaching the following course(s):

[Course Number] [Course Title]

Please provide us with a copy of your course syllabi for our records [include any additional teaching expectations, office hours, etc. here] Your compensation for teaching the course(s) listed above will be $\_\_\_\_\_\_\_\_\_\_; to be paid [Include here the payment schedule (i.e. equal payments over five months, etc.] The course will be subject to cancellation if enrollment is judged to be insufficient.

Please note that employees in UAB Medicine engaged in clinical practice or providing other services in a healthcare related facility at any time are required to obtain the COVID-19 vaccination as a condition of employment. Nevertheless, the laws and regulations regarding mandatory COVID-19 vaccination continue to evolve. Please be aware that UAB may at some future date determine that obtaining the COVID-19 or related vaccination is a requirement for your position, based on legal changes or otherwise. If that occurs, you may be required to submit proof of vaccination or obtain an approved vaccination exemption as a condition of your continued employment. If you have already obtained the COVID-19 vaccination and would like to have that information on file in the event it becomes a requirement for your position, you may voluntarily upload proof of vaccination to UAB Employee Health.

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of ethnicity, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.

We appreciate your willingness to work with our faculty and students during the (insert term) (insert year). If the conditions of this offer are acceptable, please sign in the space provided below, keep a copy for your files, and return the original to me.

 Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Division Director

(Department Name) (Division Name)

*Add additional school and departmental signatures as needed.*

Enclosures

I have received, reviewed and understand the terms and conditions of employment contained in this letter.

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(Signature) (Date)

*Please modify this letter as is appropriate for Credentialed Course Instructors who currently have other UAB employment assignments.*