*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.

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.

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

(Signature) (Date)

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