NAME ADDRESS

CITY, STATE ZIP DATE

Dear NAME:

We are pleased to welcome you as a member of the adjunct faculty of the [DEPARTMENT] in the [SCHOOL/COLLEGE] at DePaul University. [ADDITIONAL WELCOME STATEMENT FROM

UNIT] This appointment letter invites you to teach the following course(s):

[COURSE #/NAME QUARTER CREDIT HRS SCHEDULE]

The fee for the course will be [PAY RATE]

Classes start the week of [DATE] and end [DATE]. Finals week is [DATES].

Grades are due [DATE].

You can view your course schedule by logging on to Campus Connect at: [https://campusconnect.depaul.edu](https://campusconnect.depaul.edu/). Please make any queries to the [SCHOOL/COLLEGE PERSON/OFFICE] at [CONTACT INFO].

Please review the attached Adjunct Faculty Information Sheet, which details DePaul’s expectations for its adjunct faculty and is part of this appointment letter.

This offer of employment is contingent upon your attestation of receiving all recommended doses of the COVID-19 vaccine and boosters, or to obtain an approved religious or medical exemption. DePaul University has implemented a mandatory vaccination policy requiring a COVID-19 vaccination for all students and employees. The university adopted this policy to safeguard the health of the university community at large from COVID-19 as vaccinations have proven to significantly reduce the transmission and spread of this disease. Accordingly, as part of your on-boarding steps, you will be asked to upload proof of your initial COVID-19 vaccination and/or applicable booster(s). This attestation must be completed *after* your DePaul ID number is assigned. If you wish to request a medical or religious exemption, please email [employeerelations@depaul.edu](mailto:employeerelations@depaul.edu) .

[INSERT ANY SCHOOL/COLLEGE INSTRUCTIONS FOR ACCEPTING THIS ASSIGNMENT, COMPLETING NEW HIRE PAPERWORK, COLLECTING CV’s, ORIENTATION, ETC.]

I am pleased to welcome you among the [DEPARTMENT/SCHOOL/COLLEGE] faculty. Please know that we appreciate your work with our students and value the professional skills you bring to the [DEPARTMENT/SCHOOL/COLLEGE].

Sincerely,