

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>. 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. The offer is contingent upon your acceptance of these requirements.

[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,