**Letter of Appointment Quarterly Faculty**

*Insert date*

*Insert name*

*Insert street address*

*Insert city, state zip code*

Dear *insert name*:

I am pleased to notify you that subject to the following terms and conditions, and contingent upon you meeting the conditions detailed below, you are being offered a position as a part-time quarterly instructor in the *insert name of department* Department at Eastern Washington University (hereinafter “University”) to teach the course(s) listed below:

**Course 1**

|  |  |
| --- | --- |
| Course (prefix, number, section): |  |
| Title: | Credits: |
| Dates: | Salary: |

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

This salary can be reduced if enrollment minimums are not met and the University reserves the right to cancel this appointment up to one week before the first date of work for this assignment as listed above.

As a part-time quarterly *faculty,* you shall perform the following duties for the courses listed above:

* Plan and prepare for all instruction (hereinafter “course meetings”).
* Inform students of the course content, tests, gradings, assignments, attendance regulations, and methods of evaluation including grading scales.
* Publish and distribute a syllabus to students during the first week of classes.
* Schedule, post, and attend a minimum of *insert hours* office hours for weekly student contact and questions.
* Check your University-assigned email account regularly, promptly respond to emails, and use the account for all University messages. The University will provide you with an email account, which will serve as the sole channel for all official university communications, including student and department communications.
* Respond to all forms of communications from students in a timely manner.
* Identify barriers to student access and success, and implement solutions.
* Identify and implement assessment measures in compliance with state and federal policies to achieve course, program, and college learning outcomes.
* Engage in effective teaching, and incorporate pedagogies that support best learning practices.
* Attend and teach all assigned course meetings, and notify chair and administrative staff in advance for any missed/cancelled meetings.
* Maintain up-to-date knowledge within field of instruction.
* Maintain appropriate course records and documentation.
* Complete grading in a timely manner, and submit grades to the registrar’s office according to established deadlines.
* Comply with all University policies, procedures, regulations, and applicable provisions of the collective bargaining agreement between the University and UFE. These documents are available on the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).[[1]](#footnote-1)

**This offer of employment is contingent upon timely and successful completion of the following requirements:**

* **Complete pre-employment criminal background check.** (You will receive an email with instructions.)
* **Submit proof of immunity or vaccination to MMR and proof you are fully vaccinated against COVID-19. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**
* Upload COVID-19 vaccination records into Med + Proctor. The instructions are available on the University’s Counseling and [Wellness Services Immunization Website](https://inside.ewu.edu/bewell/immunization/).[[2]](#footnote-2)
* Religious waiver requests are available on the [Office of Equal Opportunity Website](https://inside.ewu.edu/equalopportunity/office-of-equal-opportunity/religious-accommodation/).[[3]](#footnote-3) Submit the request [online](https://inside.ewu.edu/equalopportunity/office-of-equal-opportunity/religious-accommodation/) to Equal Opportunity for review and approval.
* Medical waiver requests are available on the [HR Forms Website](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2021/08/Vaccine-Medical-Waiver-8.24.21-fillable.pdf).[[4]](#footnote-4) Submit your Completed medical waiver request and accompanying medical certification must be submitted to Human Resources at [clincoln@ewu.edu](mailto:clincoln@ewu.edu) or 314 Showalter Hall for review and approval.
* **Complete online orientation training,** which you can access on the [Onboarding Website](https://inside.ewu.edu/hr/training/orientation/).

**You also need to complete and return the attached forms** to the Human Resources Office, 314 Showalter Hall, Cheney, WA 99004. Note: if one of the forms listed below is not attached, the University has a current copy on file.

* [**I-9 Form**](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2019/10/I-9.pdf)**.** This formis required by the United States Citizenship and Immigration Services and shows employment eligibility verification. **You must take the I-9 form, and current forms of identification as specified on the form’s page 3, to the Human Resources Office no later than your first day of work.** If you cannot personally deliver the form for verification, contact Human Resources at 509-359-2381 to coordinate alternate arrangements. If you do not show this documentation to Human Resources on your first day of employment, you will not be eligible to continue working. The [I-9 form](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2019/10/I-9.pdf) and [instructions](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2018/02/I-9Instructions.pdf) are available on the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* [**W-4**](https://www.irs.gov/pub/irs-pdf/fw4.pdf)**.** The IRS requires this form. If you have a current copy on file, but need to update your W-4 form, please go to the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* [**Employee Demographic Form**](https://in.ewu.edu/hr/wp-content/uploads/sites/40/2020/04/Employee-Demographic-Info-113017-002.pdf)**.** This form is solely for affirmative action purposes. If you have a current copy on file, but need to update, the form is available on the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* [**Retirement Declaration Form**](https://filedrop.ewu.edu:8443/index.php/s/wZqnX35ccDfLGne). This form enables the University to comply with Washington State Law. You **must complete this form each quarter/semester you work.**
* [**Direct Deposit Authorization Form**](https://in.ewu.edu/financialservices/wp-content/uploads/sites/44/2018/01/Direct-Deposit-Form.pdf)**.** Complete this to have your paychecks delivered by direct deposit to your bank account.Employees are paid on the 10th and 25th of each month. This form is on the [Onboarding Website](https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/).
* **Export Control Reminder:** In the event you travel or work outside the United States, you must comply with federal export controls, which apply to computers, cell phones, software, technology, etc. Contact the Director of Risk Management (phone 509-359-6618) to complete any required forms and for assistance.

Any failure to meet performance expectations, or violations of the CBA, University policies, University procedures, or applicable laws or regulations will constitute a breach of this agreement and may serve as basis for termination of the appointment.

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 contained in this paragraph.

If you have any questions, please contact Sheryl Denney, Human Resources Associate, at phone 509- 359-4716 or email [sdenney@ewu.edu](mailto:sdenney@ewu.edu).

Sincerely,

*Insert name*

*Insert title*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Payroll Action Form | | | | | | | | | | | | |
| Employee Name | | | | | | Employee ID | | | | | | |
|  | | | | | |  | | | | | | |
| Home Dept. Organization Number/Name | | | | | Class Code Title | | | | | | | |
|  | | | | |  | | | | | | | |
| Beginning Date | Ending Date | Range | | Step | Term of Appt. | | Percent Full-time | FTE | | Salary | Semi-monthly Amount | |
|  |  |  | |  |  | |  |  | |  |  | |
| Index/Account | PC Number | Index Percent | | Index FTE | Index Amount | | Activity Code | Pay Periods | | Payroll Chart | Quarter/AY | |
|  |  |  | |  |  | |  |  | |  |  | |
| Remarks: | | | | | | | | | | | | |
| Prepared By: | | | Date: | | | | | | Extension: | | | |
| Dean Signature | | | | | Date | | Personnel Signature | | | | | Date |
|  | | | | |  | |  | | | | |  |
| VP/Sr VP Signature | | | | | Date | | Budget Signature | | | | | Date |
|  | | | | |  | |  | | | | |  |

c: Benefits Office

Budget Services

Human Resources

1. <https://inside.ewu.edu/hr/onboarding/quarterly-faculty-onboarding/> [↑](#footnote-ref-1)
2. <https://in.ewu.edu/bewell/wp-content/uploads/sites/97/2021/05/MED-PROCTOR-COVID-Vaccine.pdf> [↑](#footnote-ref-2)
3. <https://inside.ewu.edu/equalopportunity/office-of-equal-opportunity/religious-accommodation/> [↑](#footnote-ref-3)
4. <https://in.ewu.edu/hr/wp-content/uploads/sites/40/2021/08/Vaccine-Medical-Waiver-8.24.21-fillable.pdf> [↑](#footnote-ref-4)