

**Letter to be sent to a new part-time faculty hire (by the Dean's office):**

<<date>>

<<name>>

<<address>>

<<city, state, zip>>

Dear \_\_\_\_\_:

On the recommendation of \_\_\_\_\_, Chairperson of the \_\_\_\_\_ Department, I am pleased to offer you an appointment to teach on a part-time basis for the \_\_\_\_\_ term.

If you accept this offer, please sign below and return one copy of this letter, along with the completed University of Scranton Part-Time Faculty Application, and the permission to perform a criminal background check, which are enclosed. Please return all three documents to my office in the envelope provided (or via email, if applicable).

If you have any questions or problems with the deadline listed above, please contact \_\_\_\_\_

Sincerely,

Dean

**Please sign below:**

I agree to teach \_\_\_\_\_ in \_\_\_\_\_ semester at the rate of \_\_\_\_\_

Name

Date