

**EXAMPLE OF A  
ADJUNCT FACULTY APPOINTMENT LETTER<sup>1</sup>  
REVISED 6/19/07**

[Date]

[Name and Address]

x  
x  
x

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

I am pleased to offer you an adjunct (part-time) faculty appointment in the [local academic unit] at George Mason University for the [fall or spring] semester, [pay period dates: **fall** – August 25, 200X through December 9, 200X; **spring** – January 25, 200X through May 9, 200X ].

Your teaching assignment is as follows:

- **Course/Section:**
- **Days:**
- **Times:**
- **Matrix/Salary:**
- **FTE:**

Adjunct (part-time) faculty appointments are temporary in nature and are usually made for one semester. You may be considered for reappointment in accordance with existing policy. The University reserves the right to reschedule or reassign the teaching responsibilities for this appointment or to cancel the appointment in the event of insufficient enrollment. The appointment is subject to current and future rules and policies adopted for governance of the University and approval by appropriate University officials. As with all other University employment, your appointment is contingent upon the appropriation and availability of funds.

You must also satisfy all Federal employment eligibility requirements. If you accept this offer and it is your first appointment to George Mason University, you must complete tax forms and an I-9 (in person) in order to receive payment. The I-9 is the employment eligibility verification form. Please contact the department for help with this. Electronic direct deposit is mandatory for all salaried and wage employees hired (or re-employed) on or after February 1, 2002. Your department or the Payroll Office can help you obtain the necessary deposit form.

The Southern Association of Colleges and Schools (SACS) requires that all faculty,

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<sup>1</sup> There is a separate letter to use for Summer Term employment. Please see “Summer Term Appointment Letter.”

including adjunct (part-time) faculty, hold credentials appropriate to the level and subject matter they are teaching, and that the institution verify those credentials. Generally, the earned doctorate or terminal degree in the field is required. Instructors teaching at the undergraduate level must hold at least a master's degree in the field. An **original transcript** from the institution awarding the highest degree is acceptable and appropriate documentation to meet this requirement. Employment is contingent upon presentation of satisfactory documentation of credentials prior to employment.

***If individual is on a non-immigrant visa, insert:***

*Your employment is contingent upon receiving work authorization from U.S. Citizenship and Immigration Services. The Office of International Programs and Services at George Mason University can answer any questions you may have regarding employment authorization, and will process H-1B petitions when appropriate. You must contact the Director of International Programs and Services at your earliest convenience to begin this process. The telephone number is (703) 993-2949.*

If you accept this position, as a adjunct (part-time) faculty member you will be eligible for the following benefits: library privileges, free access to Field House facilities, Aquatic Center membership at a discounted rate, an email account, participation in a Tax Sheltered Annuity Program (Supplemental Retirement), and a tuition waiver (University Administrative Policy Number 32). Once your hiring unit has established an employee record in our human resources system, you will be able to obtain an ID from the Photo ID Unit. **Before visiting the ID Unit, please read and follow the enclosed directions regarding checking your status in the human resources system via the Patriot Web.** The ID is required to obtain library privileges or discounted access to the Aquatic Center. You will also need the ID to purchase a parking decal. In order to request a tuition waiver from the Registrar, you must provide a signed copy of this contract letter.

This offer will remain open until [date]. If these terms and conditions are acceptable to you, please sign and date in the space provided below and return the original to my office. If you do not sign and return this offer of employment before [date], the offer will be null and void.

Sincerely,

[Name]

[Title]

I accept the appointment described under the terms and conditions set forth above in this letter. I hereby acknowledge that this letter will constitute my complete employment agreement with George Mason University. I further acknowledge that I will be governed by the bylaws, policies, and rules and regulations of the University, currently in force and as amended in the future. I also acknowledge that said rules do not create any vested employment rights. I further understand that this appointment is contingent upon the appropriation and availability of funds.

I declare that, for this semester, I am not teaching more than three courses or ten credit hours at George Mason University, including those referred to in this contract. I am also stating that I do not have any additional duties at George Mason University, administrative or otherwise, which combined with my teaching load would be equivalent to a workload of more than 10 credit hours.

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[Applicant's name]

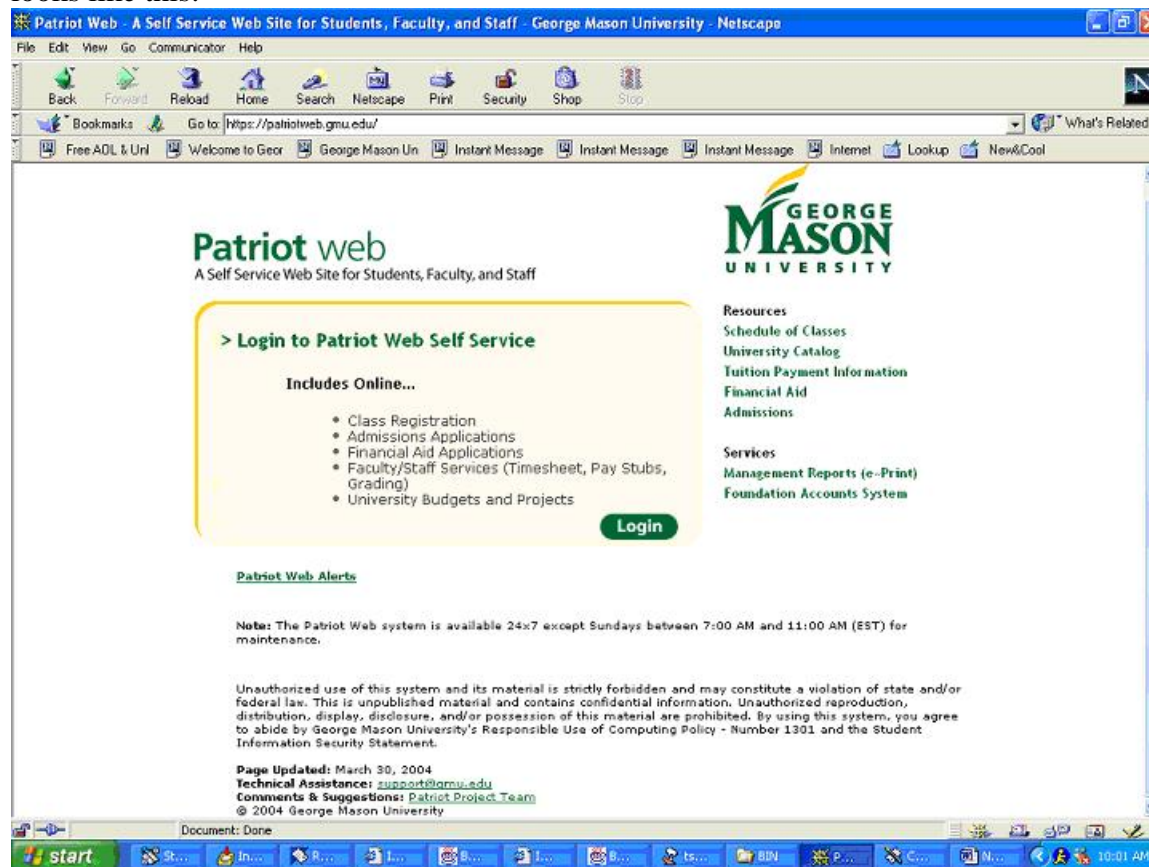
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Date

cc: Human Resource Department  
Dean/Director

Before going to the ID office to obtain your ID card and parking pass, you need to make sure you have been entered into Banner, our Human Resources and Payroll software system. You may do this from any computer with internet access.

1. **Log onto <https://patriotweb.gmu.edu>.** (Notice the https vs. http!) You will see a screen that looks like this:



2. **Click on Login**, either at the top or at the bottom right of the yellow box.

3. **Under User ID**, enter either your Social Security Number or Mason G# if you know it.

4. **Under PIN**, enter your birthday using the format MMDD00 (zeros, not the letter "O"). If that doesn't work, try MMDDYY.

5. **If you are able to log in**, your record is set up and you may proceed to the ID Office for your ID card and to the Parking Office for your parking permit. If you are unable to log in, then your record has not been processed yet. Please wait a day or two and then, if you are still unsuccessful, contact your department.

We recommend that you change your PIN once you've logged on. Since George Mason University requires direct deposit and does not print paper deposit advices, logging onto Patriot Web is the way to check your pay stubs and W2s, and to update your address and emergency contact information. Feel free to access it any time!