



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

I am pleased to offer you the position of Part-Time Instructor in the Department of \_\_\_\_\_. The appointment is for the period of [August 1, or January 1, 20\_\_] through [December 31, or May 31, 20\_\_]

Your specific assignment is to teach the course \_\_\_\_\_, section \_\_\_\_\_ during the \_\_\_\_\_ semester in the University of Kentucky College of Agriculture, Food and Environment. This assignment is contingent on course enrollment. Further, in accepting this appointment, you understand you are not assured employment for the entire appointment period.

[Departments may add additional information about responsibilities and expectations here]

As this assignment is unrelated to your existing duties as \_\_\_\_\_, it will be treated as an internal overload assignment. You will receive an additional payment for teaching the class, at the standard rate of \$\_\_\_\_\_ per credit hour, or \$\_\_\_\_\_ for the \_\_\_-hour course.

Your employment is contingent upon return of this signed letter; receipt of official, original transcript showing highest degree earned (please also include undergraduate transcripts if your highest degree and undergraduate degree are in different disciplines); current CV or resume, proof of COVID-19 vaccination or exemption; and approval by University administration and the Board of Trustees.

I look forward to your contribution to the teaching effort in the Department of \_\_\_\_\_. Please continue to work with me as you coordinate your course plans with the department's expected outcomes. Do not hesitate to let me know if you have any questions.

Please respond no later than \_\_\_\_\_ to accept this offer.  
Sincerely,

Department Chair

\_\_\_\_\_  
Offer Accepted / Date