

FAIRLEIGH DICKINSON UNIVERSITY

NOTIFICATION OF PART-TIME TEACHING ASSIGNMENT

Date: _____ Datatel ID#: _____ (for HR to assign)

Name: _____

Address: _____

Upon the recommendation of the School Director or Department Chair, _____,

I am pleased to offer you a part-time teaching assignment pursuant to the following conditions:

Campus: _____

College/School or Department: _____

Term: _____

Course(s): _____

Compensation: \$ _____ per contact hour for _____ contact hours or a total of \$ _____ per semester.

The part-time faculty pay schedule is as follows:

- Fall Semester: 7 pay periods with the first being 9/30 and the last being 12/31
- Winter Term: 2 pay periods with the first being 1/15 and the last being 1/31
- Spring Semester: 7 pay periods with the first beginning 2/28 and the last being 5/31
- Summer Terms: 2 pay periods per session – either 6/15 & 6/30; 6/30 & 7/15; or 7/31 & 8/15
- For Module Courses: pay periods based on start and end dates of the course

- This teaching assignment is contingent upon enrollment and may be cancelled due to low enrollment and/or staffing priorities within the school or department associated with this assignment.
- In the event a course is cancelled after classes begin, you will receive payment for the classes that have met, on a pro-rated basis.
- You are required to adhere to all department, school, college and University guidelines and policies, including the submission of midterm progress reports in a timely manner. Adherence to these guidelines will be a consideration in engaging you in any future teaching assignments (please consult your School Director or Department Chair for more information).

For new hires or if you have not taught at the University for two (2) or more consecutive years, the following are required:

- Completed I9 and W4 (completed within the home school or department). If the Payroll Department does not receive your paperwork (I9 & W4) before the first pay period, then you will receive your first payment after all paperwork has been submitted, along with your second payment. Both forms can be found at: <http://view2.fdu.edu/university-offices/human-resources/hr-documents>
- A satisfactory criminal background check. You must complete a waiver for a background check which can be found at <http://view2.fdu.edu/university-offices/human-resources/hr-documents>
- Satisfactory completion of the **online training** “Preventing Sexual Harassment” and “University’s Information Security Program” training programs within the first 30 days of your start date. To access these trainings, log onto <http://view2.fdu.edu/university-offices/human-resources/online-training/> and follow the instructions. Also, review the Mandatory Presentations on **Campus Security Authorities**, **Protecting Minors** and **Title IX** and email KerryR@fdu.edu upon completion and committed compliance.
- Please also complete the Invitation to Voluntary Self-Identify for Covered Veterans form at <http://view2.fdu.edu/legacy/hrinvitationtoselfidentifyvets.pdf> and the Invitation to Voluntary Self-Identify a Disability form at <http://view2.fdu.edu/legacy/hrvoluntaryselfidentificationofdisability.pdf>.
- The Data Collection Form must be completed at the time of employment. This form can be located at: <http://view2.fdu.edu/university-offices/human-resources/hr-documents>
- In order to receive campus emergencies/weather alerts, please add personal information to **FDUAlert** within **WebAdvisor**.
- Please review all Human Resource Policies at <http://view2.fdu.edu/university-offices/human-resources/policies/>, as well as federal posters at <http://view2.fdu.edu/university-offices/human-resources/federal-notice/> state posters at <http://view2.fdu.edu/university-offices/human-resources/nj-state-notice/>.

Dean Signature Date

Please indicate your acceptance of this teaching assignment and acknowledge compliance with all University policies, by signing three (3) copies of this notification, retaining one copy for your records, and returning two copies (**and all other forms**) to the Office of the Dean on or before _____

I hereby accept the above appointment:

Signature: _____ Date: _____ (Rev. 8/25/17)