

FAIRLEIGH DICKINSON UNIVERSITY

NOTIFICATION OF PART-TIME TEACHING ASSIGNMENT—FALL 2021

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

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: _____ Term: _____ College/School or Department: _____

Course(s): _____

Course Location (Please circle one of the following options): On-Campus Blended Remote
Please note that in-person instruction in FDU classrooms is an essential job function for on-campus and hybrid courses where students are in the classroom.

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

Start Date _____ End Date _____ Final Add/Drop _____

The part-time faculty pay schedule is as follows:

- Fall Semester: Semester begins 8/23 and ends 12/15 with 7 pay periods
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 your review, the faculty handbook and faculty manual may be reviewed under “Resources for Faculty” at: https://www.fdu.edu/for-faculty-staff

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: https://www.fdu.edu/about/university-leadership-offices/human-resources/hr-documents/
A satisfactory criminal background check. You must complete a waiver for a background check which can be found at https://www.fdu.edu/about/university-leadership-offices/human-resources/hr-documents/
Satisfactory completion of the mandatory training that includes but is not limited to “Preventing Sexual Harassment” and “University’s Information Security Program” training programs within the first 30 days of your start date. You must complete and return the Mandatory Training Acknowledgment Form at https://www.fdu.edu/wp-content/uploads/2021/07/210713-mandatory-training-acknowledgement.pdf. Please return the signed form to Victoria Krasic at krasic@fdu.edu
Please review the most up-to-date information regarding proof of vaccination record for facemask exemption through Mediat, CampusClear, and additional FAQ’s. https://www.fdu.edu/about/university-leadership-offices/human-resources/coronavirus/. Please note you must have your Net ID and Password to log into Mediat.
Please also complete the Invitation to Voluntary Self-Identify for Covered Veterans form at https://www.fdu.edu/wp-content/uploads/2019/09/invitation-selfidentify-veteran7115.pdf and the Invitation to Voluntary Self-Identify a Disability form at https://www.fdu.edu/wp-content/uploads/2019/09/hrvoluntaryselfidentificationofdisability.pdf.
The Data Collection Form must be completed at the time of employment. This form can be located at: https://www.fdu.edu/about/university-leadership-offices/human-resources/hr-documents/
Once you are assigned to a class you will be setup in the University’s systems. Upon completion of the setup, your department will be notified by HR, and you will receive instructions on how to claim your Net ID.
In order to receive campus emergencies/weather alerts, please add personal information to FDUAlert within WebAdvisor.
Please review all Human Resource Policies at https://www.fdu.edu/about/university-leadership-offices/human-resources/policies/, as well as federal and state posters and notices at https://www.fdu.edu/about/university-leadership-offices/human-resources/notices-to-employees/.

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 8/11/2021)