

**FAIRLEIGH DICKINSON UNIVERSITY  
NOTIFICATION OF PART-TIME TEACHING ASSIGNMENT**

Date: \_\_\_\_\_ Employee 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 payments begins 9/30 pay date and ends 12/31 pay date 7 pay periods

Winter Term: 2 pay periods with the first being 1/15 pay date and the last being 1/31 pay date

Spring Semester: 7 pay periods with the first beginning 2/28 pay date and the last being 5/31 pay date

Summer Terms: 2 pay periods per session – either 6/15 & 6/30; 6/30 & 7/15; or 7/31 & 8/15 pay dates

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 are considered a rehire you must complete the Paycom online Onboarding process. Once your classes are assigned and you are set up in University Systems, your department will notify you when you may claim your Net ID to access your email. Please note, the following are required:**

- As required by the Immigration Reform and Control Act of 1986, you are required to provide proof of your identity and employment eligibility in the United States by completing the Form I-9 on the Paycom portal. This form must be completed by the employee on or before the first day of hire and the employer verification must be completed within the first 3 days of hire. Both the Form I-9 and W4 will be completed on Paycom. A University Representative will be in contact with you to schedule a meeting to review your documents.
- A satisfactory criminal background check must be completed. You will receive an email to your personal email address from Sterling E-Invite to initiate the background check process.
- 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. Instructions for completion are detailed on Paycom
- To receive campus emergencies/weather alerts, please add personal information to **FDUAlert** by visiting <https://www.fdu.edu/for-students/alert-system/>
- 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/>. Additional information and acknowledgements are part of the Paycom onboarding process.

\_\_\_\_\_  
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 7/1/2024)