Template: Lecturer Fall or Spring

(black font = required; blue font = as appropriate for your department)

<Date>

<Name>

<Address>

Dear Mr./Ms. <Name>:

On behalf of the Kapi‘olani Community College, <college/school>, I am pleased to formally offer you appointment as a lecturer in the <department or program>, effective <date> through <fall XXXX or spring XXXX semester>. Please note that this offer is by exception as you do not meet the minimum requirements of the lecturer position in the <department or program>. In cases where there are no lecturer applicants who meet the minimum qualifications, the College is able to select the best candidate among the under-qualified and offer a semester-long appointment by exception. Your employment is contingent upon course enrollment, funding, and operational considerations. Your appointment will include responsibility for teaching the following course(s):

<CRN>, <course #>, <course title>, <number of credit hours/teaching equivalencies>, course date/days and time, building/room number

In accordance with the lecturer fee schedule, you will be compensated at Step <X>, which is

$X,XXX per credit hour of instruction or equivalent. For payroll purposes, your appointment will begin <September 1 or January 16> and end <January 15 or May 31>. (The following is optional language: “Therefore, your first paycheck may be issued on <date>, pending completion and processing of required forms and barring any unforeseen circumstances) This is a temporary appointment.

The terms of your employment are governed by the provisions of University policies and procedures, Federal and/or State laws, rules and regulations, and, if appropriate, the collective bargaining agreement between the exclusive representative and the University.

*Benefits-eligible: If eligible for benefits, replace the preceding paragraph with the following verbiage:* “Lecturers with combined appointments exceeding 90 days, and at least 50% full-time equivalent (FTE) or 8 or more teaching equivalency are entitled to benefits. Your benefits, including enrollment in the Hawai‘i Employer-Union Health Benefits Trust Fund and the Employees’ Retirement System, and the terms of your employment are governed by University policies and procedures, and applicable Federal and/or State laws, rules and regulations, and if appropriate, the collective bargaining agreement between the exclusive representative and the University.”

You will be required to complete training directed by your Dean/Director by specified deadlines [or “by <date(s)>”, as appropriate] including but not limited to Title IX/Sex Discrimination, Workplace Nonviolence, and specific training for your discipline or work area [or <list of trainings>, as appropriate].

This letter represents the University’s complete offer to you, contingent upon the need to offer the course(s), and contains all of the material terms relating to your appointment, subject to completion of a satisfactory background check, employment eligibility verification, TB clearance, and submittal of official transcripts. If these terms are agreeable to you, please indicate your formal acceptance of this offer and your permission to conduct a background check by doing the following:

* + 1. Circle “accept.”
		2. Sign and date your acknowledgement.
		3. Return this letter to [or <name>, as appropriate] office or via e-mail to me [or

<name>, as appropriate] at <XXX@hawaii.edu > no later than <MM DD, YEAR>.

Our Department Secretary [or other designated person, as appropriate] will contact you regarding your employment forms and benefits. Should you have any questions regarding your pay and/or benefits, please feel free to contact him/her [or <name>, as appropriate] at <phone number> or <XXX@hawaii.edu>.

We look forward to your employment with us and fulfilling the mission of our department [or

Kapi‘olani Community College, as appropriate] and the University of Hawai‘i.

Sincerely,

<Name as Appropriate>

Dean of <As Appropriate>

I accept/decline the terms of this appointment:

Signature:

<Name> Date

c: Human Resources Office

 UHPA