**[NON-CREDIT INSTRUCTIONAL APPOINTMENT LETTER (SALARIED)**

**(NON-BENEFITS ELIGIBLE)**

**Please delete title of this letter before printing it on letterhead.]**

Date

Name

Address

City, State ZIP

Dear Name:

We are pleased to offer you a non-credit teaching appointment in the Choose an item.of **[INSERT NAME OF DEPARTMENT/SCHOOL]**  for **[Insert dates of non-credit course]**.

Paychecks will be issued semi-monthly beginning **[see Semi-monthly pay schedule here:** [**http://wmich.edu/payroll/**](http://wmich.edu/payroll/) **]** provided your signed appointment letter is received in this office no later than **[insert date here using Semi-monthly pay schedule as a guide],** and withholdings will be made in accordance with federal/state law, and University requirements.

For this appointment your salary is $\_\_\_.

Your duties are as follows:

**[LIST DUTIES HERE]**

I am available to work out details regarding course materials and facilities. Please contact **[NAME]** for keys, room access (some rooms have pin codes or ID cards must be swiped), parking permit, and other arrangements you may need. Unless specific arrangements with me are made to the contrary in advance, any keys provided to you for this appointment must be returned to **[NAME]** no later than [**DATE]**.

This offer of appointment is contingent upon adequate enrollment and funding, and is subject to change and/or revocation based on the University’s determination, in its sole discretion, that there is inadequate enrollment or funding for this course. Compensation will be adjusted on a pro-rata basis if the appointment is terminated early.

Your first day of employment is **[insert date]**. The U.S. Department of Homeland Security requires all employees have a valid Form I-9 on file as proof of their authorization to work in the United States. If you have already completed a Form I-9 with the University, it is your responsibility to contact Human Resources if there is a change in your U.S. work authorization.

If you need to complete the Form I-9, you will receive an email from Human Resources with instructions. Section one of the Form I-9 must be completed on or before your first day of employment. Take your original, unexpired documents to Human Resources within three days of your first day of employment. Form I-9 list of acceptable documents can be found at <https://www.uscis.gov/i-9-central/acceptable-documents/acceptable-documents>.

**Please note that failure to maintain your U.S. work authorization will result in termination of your appointment.”**

Please confirm your acceptance of this offer and terms by signing and returning the enclosed copy of this letter by **[DATE]**. Please feel free to contact me at **[phone number and/or email address]** if you have any questions. We look forward to having you with us and hope you have a successful experience at Western.

Sincerely, Accepted under terms and conditions outlined above.

[Name]

[Chair/Director] Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Department]

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C: Dean, [College]

 Office of the Provost