**SAMPLE LETTER OF INTENT: VISITING INSTRUCTOR/VISITING ASSISTANT PROFESSOR**

**[Be sure to print the final LOI on the appropriate letterhead]**

Date

New Faculty Name

inside address

Dear [NAME OF NEW CSU FACULTY MEMBER]:

 The faculty of the Department/School of [INSERT NAME OF DEPT/SCHOOL] and I as Chair/Director, along with the Dean of the College of [INSERT NAME OF COLLEGE], are pleased to recommend to the Provost and President that you be offered a contract as a **Visiting Instructor/Visiting Assistant Professor/ Lecturer** in the Department/School of [INSERT NAME OF DEPT/SCHOOL] at Cleveland State University. The appointment is for the academic year 20xx-20xx, beginning on August xx, 20xx through May xx, 20xx. Your recommended academic year salary will be $[INSERT SALARY]. This position is not eligible for tenure. Dependent on available funding and continued need, this position is annually renewable for up to two additional years.

In addition, please note the following:

1. Your major responsibility will be to teach [INSERT NAME AND COURSE NUMBER OF ASSIGNED FALL AND SPRING COURSES]. Your teaching load will be up to 16 credit hours (normally four or five courses at three credit hours each) per semester. As requested, you will be asked to participate in service to the department.
2. An additional condition of your employment is that, in addition to teaching traditional on-campus courses, you may be assigned to teach off-campus, evenings, weekends, and via distance learning technology, depending on the student need for the delivery of instructional services and subject to institutional policies.
3. The tenure-track faculty at Cleveland State are represented for purposes of collective bargaining by the American Association of University Professor. Your status as a non-tenure track Visiting faculty member means that you are not a member of the bargaining unit. For more information, the collective bargaining agreement is posted at: <http://csu-aaup.com/New%20folder/AAUP%202017-2020%20Contract.pdf>.
4. This position is not eligible for tenure and is offered to you for one academic year only. Please be advised that subject to the needs of the department [or school], the resources of the university, and the recommendation of your chairperson, the position may be renewed for a maximum of one additional academic year.
5. The Department/School of XXXX will provide you a computer.
6. In addition, you are eligible for all University benefits as determined by the Human Resources Development and Labor Relations Department.
7. In the event of a conflict between any employment documents and institutional policies, institutional policies control.
8. This offer is dependent upon the following documentation:
9. Effective January 1, 2005, a new federal law went into effect requiring public employers to provide newly-hired employees with information regarding the effect that their government pension may have on future Social Security retirement benefits. Please review the enclosed material, sign and date the “Statement Concerning Your Employment in a Job Not Covered by Social Security,” and return the Form with this Letter of Intent (please note that the “Employee ID#” is your social security number).
10. Verification of employment eligibility (I-9 Form). Please find enclosed with this Letter some information relevant to the I-9 Form. This material is for your information only; please do not complete the form until you arrive on campus.
11. Verification of your highest earned degree. A contract will not be processed until such verification is received.

Two copies of this letter are enclosed. Please sign and date the original copy of this letter to signify your acknowledgement and acceptance of the proposed contractual agreements and return it to me by [INSERT REASONABLE DATE – TYPICALLY NO LONGER THAN TWO WEEKS]. The second copy is for your files. Upon receipt of your acceptance, a formal contract will be processed and sent to you.

I look forward to your joining our faculty and contributing to the educational development of our students.

Sincerely,

Chair/Director, [INSERT NAME OF DEPT/SCHOOL]

cc: Dr. xxx, President, CSU-AAUP, c/o Department of xxx

 xx, Budget Officer, College of xxx

 Dr. xxx, Dean, College of xxx

 Dr. Jianping Zhu, Provost and Senior Vice President for Academic Affairs

Enc. Information about Social Security

Information about the I-9 Form

I agree to the terms of this Letter of Intent.

 Signature Date