

The University of North Carolina at Charlotte **Offer of Part-Time Faculty Appointment**

Charlotte, NC 28223-0001

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| **EMPLOYEE INFORMATION:** |
| **Employee’s Name:** |       | **UNCC ID:** |       |
|  | *(Full Legal Name)* |
| **Title:** |       | **Salary**: | $       |
| **Department:** |       | **Date:** |       |
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| **EMPLOYMENT TERM:** |  |
| **[ ]  Academic Year 20   - 20** | **[ ]  Fall Semester 20** | [ ]  Spring Semester 20   | [ ]  Other Dates:       |
| *Payroll Dates:* | *September 15 – May 31* | *September 15 – December 31* | *January 15 – May 31* |  |
| TEACHING ASSIGNMENT: |  | OTHER COURSE RELATED RESPONSIBILITIES: |
| Course Name and Number & Section Number |  | Please state number of hours per week associated w/ each responsibility |
| 1) |       | a) |       |
| 2) |       |  |  |
| 3) |       | b) |       |
| 4) |       |  |  |
| 5) |       | c) |       |
| 6) |       |  |  |
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All faculty appointments at UNC Charlotte are made under the provisions of the Tenure Policies, Regulations, and Procedures of The University of North Carolina at Charlotte. A copy of that document can be found in the Library, or at <http://legal.uncc.edu/policies/up-102.13>**.** This appointment is contingent upon the continuing availability of funds. If the funding for this position ceases or is diminished, then the University will endeavor to provide notice to you at the earliest practicable date; however, the notice requirements set forth in BOG Policy 300.2.1 are inapplicable if the position is terminated for lack of funds. The University may terminate this appointment for the following reasons: insufficient number of students enroll in the course and section numbers stated above, incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with your capacity to perform effectively the requirements of your employment. Your salary will be prorated and you will be paid only for the period prior to the effective date of the termination of this appointment. All applicable policies and regulations of University are incorporated into this agreement as if fully set forth herein. Continued employment under this contract is contingent upon enrollment in the University direct deposit program and upon University obtaining a criminal background report and determining that the nature and seriousness of any criminal offenses do not render employment with the University inappropriate.

Faculty members of The University of North Carolina at Charlotte are responsible for enforcing the UNC Charlotte Code of Student Academic Integrity. Academic dishonesty by students in any of your classes must be handled in accordance with its provisions. You may obtain a copy from your Department Chair, or view it on line at <http://legal.uncc.edu/policies/up-407>**.** The Part-time Faculty Handbook can be found on line at <http://facultyhandbooks.uncc.edu/>.

As required by federal law, **prior to or on the first date of employment,** Faculty Member **must** complete Section 1 of the I-9. **Within three days of the first day of employment,** Faculty member must provide acceptable documentation of identity and eligibility to work in the United States consistent with the federal and state government’s regulations.  Furthermore and notwithstanding the Faculty Member’s compliance with the requirements of the preceding sentences, Faculty Member’s employment is also contingent upon confirmation of an acceptable work status by the E-Verify program as administered by the U.S. Department of Homeland Security.  Faculty Member must remain legally eligible to live and work as a Faculty Member in the United States consistent with U.S. immigration and other laws.  UNC Charlotte has no obligation to sponsor Faculty Member for purposes of immigration or authorization to work in the U.S. Failure to meet any of these requirements will result in termination of appointment. The University is required to keep a copy of each employee’s Social Security Card on file. If you cannot locate your card, someone in our Office of Human Resources will advise you on how to obtain a duplicate.

**Your Department Chair will be responsible for your orientation, supervision, and written evaluation at the end of each term.**

By signing below we certify that University and UNC System policies related to Conflict of Interest (<http://legal.uncc.edu/policies/up-102.2>) and the Concurrent Employment of Related Persons (<http://legal.uncc.edu/policies/up-101.4>) have been thoroughly reviewed and reported by all parties at this stage.  If needed, the hiring department will prepare an appropriate management plan, in which updates will be reported with each new contract. The plan will be maintained within the hiring department and the Academic Affairs Division office.  The management plan addresses on-going supervision of work and reporting responsibilities, financially-related expenses, wage or other compensation approvals, and performance reviews.

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| **Recommended**: |  | **Date:**  |  |
|  | *(Department Chair)* |  |  |

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| **Approved**: |  | **Date:** |  |
|  | *(Dean/Director)* |  |  |

Please indicate your acceptance of the terms of this offer by signing the original copy and returning it to the Dean/Director. The enclosed copy is for your records.

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| **Accepted**: |  | **Date**: |  |