August, 2021

TO: «First\_Name» «Last\_Name»

«Dept\_Name»

«Mailcode»

FROM: «Dean\_First\_Name» «Dean\_Last\_Name»

Dean, «College»

SUBJECT: **Temporary Faculty Appointment / Assignment Letter for «Semester\_and\_Year»**

On behalf of Provost and Vice President for Academic Affairs Dr. Mary Beth Walker, I am pleased to confirm your appointment as a faculty member at California State University, Northridge. Details concerning the duration of your appointment and your assignment for the **«Semester»** are indicated below. This offer of employment, including the assignment of a specific number of units for any given semester, is subject to the conditions and regulations detailed on page two (2) of this letter. **Any late starts, early separations, or changes in your timebase, rank, classification, duration of appointment, or salary may impact your salary and/or benefit eligibility.** Your department office can provide you with the details of any changes to this appointment. Important policies concerning salary payments and benefits are also explained on page two (2) of this letter. Note: All appointments are contingent upon successful completion of background check.

The Immigration Reform and Control Act (IRCA) of 1986 requires verification of the identity and work authorization of all individuals (including U.S. citizens) hired on or after November 1986. **Therefore, as a condition of appointment, new faculty or those who have had a break in service of 18 months or more must present the documents listed on the back of the I-9 Form to the Office of Human Resources, Valera Hall, Room 165 and complete the Sign-In Process, on or before the effective date of this appointment and not later than «Start\_Date».**

We look forward to your joining our teaching staff and trust that your association with us will be professionally rewarding. If it is your understanding that you have been promised any special conditions of employment that are not explicitly reflected in this official offer of employment, you should contact your department chair before submitting your written acceptance. To acknowledge your acceptance of this appointment, **please SIGN THIS LETTER in the space provided and RETURN IT TO YOUR DEPARTMENT OFFICE within ten days of receipt. You may wish to make a copy of this letter for your records.**

#### *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

#### *Department Name, ID:* «Dept\_Name», «DeptID»

*Your Appointment Duration is* **«Dur»** *with duration ending on* **«Appt\_End\_Date».**

*Your assignment for the* **«Semester»** *which begins* «Start\_Date» *and ends «End\_Date»* is as follows:

## *Job Code:* «Job\_Code» *Classification:* «Job\_Title», «AYMonthly» *Units:* «Units»

## M*onthly Salary Rate =* $«Actual\_Rate» based on your full-time rate of $«Base\_Rate». Lecturers receive six (6) pay warrants for each semester worked; distribution information available at: <http://www.csun.edu/payroll>

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\_\_\_\_\_\_ I DECLINE this offer of employment.

\_\_\_­\_\_ I ACCEPT this offer of employment as stated above and in accordance with the conditions stated on page 2 of this letter.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **«CSUN\_ID» / «Rcd»** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name) (CSUN ID/Record #)

***(Your acceptance of this offer and signature do not restrict your appointment to the hiring information provided above. Please consult your hiring department should you have any questions or require any clarification about the information above.)***