## 

# 

<Date>

TO: <Instructor Name>

CSUN ID: <ID>

Department of <DeptName>

FROM: <Dean’s Name>

Dean, College of <College Name>

SUBJECT: **Faculty Appointment/Assignment Letter for Summer 2023**

On behalf of Provost and Vice-President for Academic Affairs Dr. Meera Komarraju, I am pleased to confirm your appointment as a Faculty member at CSU, Northridge for Summer 2023. Details concerning the duration of your appointment and your assignment for the **2023 State-Supported Summer Session Courses** as offered through the Tseng College are indicated below. The final class or course section assigned may differ based on program needs. **Summer term employment for Unit 3 Faculty instructional personnel is a conditional temporary appointment for a specific period of time**. Such appointments may be cancelled based on budget or enrollment, but a faculty member is to be paid on a pro-rata basis for each day of class taught prior to cancellation. This offer of employment including the assignment is for a specific number of units for the summer term and is subject to the conditions, regulations, and important policies concerning salary payments and benefits as stated on page two (2) of this letter.

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 one year or more must present the documents listed on the back of the I-9 Form to the Office of Human Resources, Valera Hall 165 and complete the sign-in process, on or before the effective date of this appointment.**

We look forward to your joining our Summer 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.**

#### Your assignment(s) for Summer 2023 includes the following:

Session: Begins: Ends:

Classification: *2457 – Instructional Faculty, Summer State-Support* Number of Units:

Summer Unit Rate Salary: Total Summer Salary:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(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.)***