Adjunct Faculty Appointment Letter Template

[University Letterhead]

[Date]

[Faculty Member's Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Faculty Member's Name],

We are pleased to offer you an appointment as an Adjunct Faculty Member at [University Name] for the [Academic Year]. Your experience and dedication to education will greatly benefit our students and academic programs.

Adjunct Faculty Position: [Academic Year]

Start Date: [Start Date]

End Date: [End Date]

Department: [Department]

Please find attached the terms and conditions of your adjunct faculty role, including your teaching assignments, compensation, and any relevant guidelines. Should you have any questions or need further information, please feel free to reach out.

To accept this offer, please sign and return this letter by [Acceptance Deadline]. We look forward to your valuable contributions to our university community.

Best regards,

[Your Name]

[Your Title]

[University Name]