**2358 NON-TEACHING EXTRA QUARTER LECTURER ASSIGNMENT - 2021**

Date

Dear :

I am pleased to offer you a part‑time non-instructional assignment in the \_\_\_\_\_ Department as a Lecturer, Range \_\_\_\_\_, during the 2021 Summer Term. The effective date of this appointment is June 21 through September 3, 2021. If accepted, your assignment, as recommended by your department head/chair, will be as follows:

\_\_\_ units, which equates to a \_\_\_\_ time base and a salary of $ \_\_\_\_.

Salary payments will be made in four installments (June 30, July 30, August 31, and September 7) plus any salary increase for which you are eligible as authorized by the faculty unit contract.

Pursuant to Provision 12.4 of the faculty unit contract, this appointment is temporary and automatically expires at the end of the period stated above and does not establish consideration for subsequent appointments or any further appointment rights. If you have any questions regarding this appointment or the duties to which you will be assigned, please contact my office or the «Department\_Head\_\_Chair» of the «Department» Department. The Faculty Handbook is available for viewing at http://www.academic-personnel.calpoly.edu.

**I9 and background check contingency – required for all new employees:**

This offer is contingent upon the completion of a satisfactory background check and may be rescinded if the background check reveals disqualifying information and/or it was discovered that the candidate knowingly withheld or falsified information.

This appointment is also contingent upon evidence of identity and employment eligibility as required by the Immigration Reform and Control Act of 1986. This law requires the evidence no later than the effective date of employment (as stated in this Instructor Appointment), regardless of your actual work schedule. It is preferable you complete the I-9 as early as possible and bring the required documents to the Payroll Services office, Administration Building, Room 107, prior to the effective date of your appointment in order for your pay to be issued correctly and to activate necessary campus accounts, such as campus email and PolyLearn. Please review the list of acceptable documents for the I-9 form at [http://www.academic-personnel.calpoly.edu/content/resources](http://afd.calpoly.edu/payroll/Forms/Cal%20Poly%20I-9%20exp%208_31_12.pdf). Also, please be advised that it is a CSU requirement to provide your original social security card to Payroll Services along with the documents to complete the I-9. Required documentation must be brought to Payroll Services by the effective date of employment, along with a copy of your Instructor Appointment. Please contact Payroll Services at (805) 756-2605 before the effective date of employment to make an appointment to have this done. Additional information is located at <http://afd.calpoly.edu/payroll/i9policy.asp>.

Please acknowledge acceptance of this offer by signing in the space below and returning the original copy by \_\_\_\_\_\_\_\_\_\_\_\_. The duplicate copy is provided for your personal records.

Sincerely,

«Dean», Dean

College of«College»

cc: Department <Head/Chair>

Academic Personnel/Payroll Services

Personnel Action File (5 days after acceptance)

**I hereby \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this appointment as stated above.**

**(accept/decline)**

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

**Date Signature**