



PART-TIME FACULTY NOTICE OF APPOINTMENT

Department: _____ **College:** _____
First Name: _____ **Last Name:** _____
SSN: _____ **Terminal Degree:** Yes _____ No _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Phone 1: _____ **Phone 2:** _____
Email 1: _____ **Email 2:** _____
Semester: Fall: ___ Spring: ___ Summer: ___ **Year:** _____
Rank (*summer session only*): _____
Session (*summer session only*): 4-week _____ 8-week _____

You are hereby offered a part-time faculty position at West Virginia State University for the period herein to teach:

CRN #	Course Name	Section	Hours

Total Hours: _____
Salary: _____

NOTE: If this candidate has not previously taught at West Virginia State University, please submit a current copy of the candidate's CV, official transcripts, and information to undergo a background check.

This Part-time Faculty Notice of Appointment is only for the period and purpose of teaching and those activities as directed by the department chairperson, with no other interest or right obtained by virtue of the appointment. This appointment is contingent upon adequate funding and upon class enrollment. The University will cancel classes that fail to enroll a sufficient number of students and we will adjust your Part-time Faculty Notice of Appointment due to any cancellations.

All faculty members must adhere to all West Virginia State University policies as described in the Part-Time Faculty Handbook, the University Catalog, and other official documents and publications. Please read these publications to make sure that you understand the policies and practices as covered therein.

Chairperson: _____	Date: _____
Dean: _____	Date: _____
Provost: _____	Date: _____
VP for Business & Finance: _____	Date: _____

Please indicate your acceptance of this appointment in accordance with the terms specified herein by signing, dating, and returning it to the Academic Affairs Office no later than 10 days after the start of the semester. Failure to do so may result in the termination of this agreement.

Your Signature (*blue ink*): _____ Date: _____