

Letter of Appointment

Law School - Jesuit Temporary Faculty | Teaching Assignment

Work Unit Assignments Listed in Bulletin Only

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|----------------------------|--|------------|-------------|--------------|
| FULL LEGAL NAME: Last Name | | First Name | Middle Name | SU ID Number |
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Overload

| Semester/Sum Session | AY Year | Course Name/Number | Credit Hours | Work Units | Course Salary |
|----------------------|---------|--------------------|--------------|------------|---------------|
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Course contingency applies. This appointment is contingent upon a minimum course enrollment as determined by the course contingency policy (CCR) outlined by the school/college or by the Seattle University Faculty Handbook. Courses with enrollment below the minimum are subject to cancellation by the University on the first day of class.

The total compensation to be paid to the Appointee by the University for the services rendered will be: \$

Describe particulars regarding duties or services covered by this agreement:

This Letter of Appointment is for a fixed sum and does not entitle the appointee to any University employee benefits, except as stated herein. Salary is paid based on the number of service days and work completed for each quarter/semester in the nine-month academic year, regardless of the pay schedule selected. In the event employment ceases during the contract term, an appointee's entitlement to salary shall be based on the number of service days and work completed as a percentage of the salary for the entire agreement.

This contract is subject to, and you agree to comply with, the terms, conditions, policies and procedures contained in the Seattle University Faculty Handbook (including any amendments) and all policies of the university, college or school, or department that apply to faculty. This temporary appointment may be terminated by the Provost at any time and for any reason without appeal.

Please note that continued employment is subject to meeting appropriate authorization as required by the U.S. Immigration and Naturalization Reform Act of 1986.

This Letter of Appointment will not be effective unless signed by Appointee and appropriate the Faculty/Budget Administrators, nor may it be modified without the written consent of both the Dean and Appointee. This document supersedes any and all verbal agreements. Please retain a copy for your records.

Assignment of Compensation: You have informed the University that you desire to and hereby agree to assign your gross salary to Jesuits West at Seattle University in accordance with Article VI of the Bylaws of the University, adopted in 1971. All financial obligations of the University to you under this agreement shall be satisfied in full by such payment. These payments will be made according to the regular payment schedule of the University.

Other Terms: You understand and agree that your appointment and continued employment at Seattle University is contingent upon your continued assignment to Seattle University by Jesuits West who may terminate it at any time. Termination of such assignment shall terminate this appointment.

Deadline: To ensure timely payment, Faculty Services must receive the completed Letter of Appointment no later than the 15th in the month prior to the start of the session. (See schedule on Payroll website.)

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| Department Chair/Program Director | Date | Dean/Senior Administrator | | | | | | Date | |
| | | Rector - On behalf of the Jesuit Community at Seattle University, I agree to and acknowledge the Assignment of Compensation set forth above | | | | | | Date | |
| Appointee | Date | Office of Research/Sponsored Projects (employees paid on grants only) | | | | | | Date | |

TO BE COMPLETED BY PREPARER

| Budget # | Account Code | Salary | % | Position Code | FTE | WU | PP Hours | PWSC |
|---------------|--------------|--------|---|---------------|-----|----|----------|------|
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| Pay Schedule: | | | | | | | | |

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| LOA Prepared by: | |
| Date: | |
| Email: | |
| Tel: | |

Faculty Services Notes: