

**ADJUNCT Offer Letter (8/12/2018) One Semester**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Dear **Dr./Mr./Ms.** \_\_\_\_\_

We are pleased to offer you an adjunct faculty position in the Department of \_\_\_\_\_ at Wright State University, for \_\_\_\_\_ Semester 20\_\_\_\_. You will be teaching \_\_\_\_\_. **(list all courses and credit hours)** Your pay for the semester will be \_\_\_\_\_ which will be paid in \_\_\_\_\_ **installments** over the semester.

This is a one-semester appointment. This offer is contingent upon Human Resources having on file original copies of your official transcripts and any other required documentation. **(list documents)**

This offer is contingent upon enrollment and can be terminated if sufficient enrollment numbers are not achieved.

As an adjunct faculty member, you will participate in the State Teachers Retirement System of Ohio (STRS). STRS offers three retirement plans: Defined Benefit, Defined Contribution and Combined. You have 180 days from your hire date to notify STRS of your plan selection. Both you and the university will contribute to your retirement account. Your contribution of 14% will be deducted on a pre-tax basis (federal and state) from your pay. The university will contribute 14% of your pay. The percentage of the university's contribution to be deposited into your STRS account will depend on your plan selection.

All WSU employees are exempt from Social Security contributions on earnings from the university. WSU employees hired on or after March 31, 1986 are required to pay a Medicare contribution of 1.45% of their earnings.

**Department/College can add any additional language**

Sincerely,

**TITLE**

College of \_\_\_\_\_

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**I accept the offer contained herein as indicated by my signature below.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Cc: **Chair**  
**Dean**  
Human Resources