



DATE

NAME

ADDRESS

Dear NAME:

I am pleased to confirm the following faculty appointment for you as a Lecturer part-time in the Jackson School of International Studies:

Term:

Effective Dates:

Course Number & Title:

Credits:

Compensation Formula:

Total Compensation:

The University provides extensive health insurance, retirement, and other benefits to all eligible employees. For more information, please see:

<http://hr.uw.edu/benefits/wp-content/uploads/sites/3/2017/01/BAAG-Faculty-9-mo-or-more.pdf>

The responsibilities of your appointment include the following:

- Timely preparation and response with course descriptions, course syllabi and book orders;
- Coordination with course teaching assistants, if applicable;
- Attendance at all lectures, or departmental notification in case of illness or emergency;
- Maintaining office hours;
- Prompt and accurate filing of student grades, in accordance with University deadlines;
- Submission of student course evaluations to the Jackson School. *Student course evaluations are processed by the UW Office of Educational Assessment each quarter. You are responsible for notifying them that you want to participate in these evaluations and for providing a copy of your evaluation to the Jackson School.*

Please see Kevin Swantek, Business Office Coordinator, in 400 Thomson Hall, regarding office assignment, building keys, and a code for the copy machine.

We look forward to having you with us in the Jackson School this year.

Sincerely,