**Initial Appointment – Adjunct Teaching Appointments**

<< Print on Department Letterhead >>

March 12, 2022

Yvette Cordova

2900 Bedford Avenue

Brooklyn, NY 11210

Dear Professor Cordova:

Welcome to the Department of Aerospace Engineering. I am pleased to offer you an appointment as adjunct faculty for the Fall 2022 semester. The following are the terms of your appointment:

 <<Modify the appropriate option below and delete the three that don’t apply.>>

 Title: Adjunct Lecturer Teaching Hours: 1 to 44.5

 Hourly Rate: $91.67 Professional Hours: 2

*The “professional hours” included in your appointment are compensation for completion of required training including Workplace Violence and Sexual Harassment Prevention, or participation in orientations or professional development, as directed by the college.*

 Title: Adjunct Lecturer Teaching Hours: 45 to 89.5

 Hourly Rate: $91.67 Paid Office Hours: 15

*Office hours are to be spent engaged in or available for student contact and must be formalized
(adhering to a regular schedule on campus\*), as directed by your department chair. Up to three (3) office hours may be used for your completion of orientations, professional development or required training, such as Workplace Violence and Sexual Harassment Prevention, as directed by the college.*

 Title: Adjunct Lecturer Teaching Hours: 90 to 134.5

 Hourly Rate: $91.67 Paid Office Hours: 30

*Office hours are to be spent engaged in or available for student contact and must be formalized (adhering to a regular schedule on campus\*), as directed by your department chair. Up to six (6) office hours may be used for your completion of orientations, professional development or required training, such as Workplace Violence and Sexual Harassment Prevention, as directed by the college.*

 Title: Adjunct Lecturer Teaching Hours: 135

 Hourly Rate: $91.67 Paid Office Hours: 45

*Office hours are to be spent engaged in or available for student contact and must be formalized (adhering to a regular schedule on campus\*), as directed by your department chair. Up to six (6) office hours may be used for your completion of orientations, professional development or required training, such as Workplace Violence and Sexual Harassment Prevention, as directed by the college.*

Your specific course assignments will be communicated separately by the department chair or their designee. These assignments will be reflected on the Workload Reporting Form, which you will be required to complete.

Please sign below to indicate that you accept this position, and return the signed letter to me within ten (10) calendar days. A copy of the letter will be placed in your personnel file. Kindly consult the accompanying documents for instructions about the **Adjunct Onboarding Process** and other important policies and information concerning your appointment at Brooklyn College.

Best wishes for a successful and productive semester.

Sincerely,

Sarah J. Kiefer, Ph.D.

*Chairperson*

*Department of Aerospace Engineering*

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This appointment is subject to approval, financial availability, programmatic need, and sufficiency of registration. The terms and conditions of employment are set forth in the *Agreement between The City University of New York and the Professional Staff Congress/CUNY* (“the contract”), the *Bylaws* of the CUNY Board of Trustees, and other college and university policies.

I accept this offer of appointment, subject to the above conditions.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_