TO: Mark Peceny, Dean, College of Arts and Sciences

FROM: Name, Chair, Department of…………

DATE:

SUBJECT: Emergency Hire – (name of candidate here)

The reason for this emergency hire is because the faculty member who normally teaches this course is out on maternity leave (name reason here) and the department does not have any other faculty who can teach the course this semester. Also, we have no temporary part time faculty members available that can teach the (name of course) course. We would have posted the position competitively however, because there are less than 5 weeks before the semester starts there is not enough time for the posting to be up. Since the posting has to be up for a minimum of 15 days and the faculty who would review the applicant pool will not be back for the (name of semester---Fall, Spring) semester until the week before classes start, there is not enough time to post competitively without adversely affecting the students who need to take the class.

I have chosen to hire (name of person being hired) who will teach (course number, section, name of course) during the (Fall? Spring?) semester. He will begin working for the (name of department) on (begin date of semester) and will work through the (Fall? Spring) semester making his last date of work (last day of class). Mr. XXXX is well qualified for the Adjunct Instructor position. He has taught courses for our department as a Temporary Part Time Faculty (or has worked as a teaching assistant?) in the (name of department) for several semesters. He has the qualifications and experience necessary to teach the courses we require.

The course that Mr. XXXX will be teaching will be offered as a 16 week course. We would like to offer him a total of $4,000.00 to teach the course for the (name of semester) semester.

We are very excited about having Mr.XXX teach for the department and look forward to him working with our students. If you have any questions or need anything else from me please feel free to contact me at any time.