

## Offer Letter Template for Extra Compensation for Teaching Academic Courses

### Teaching for Extra Compensation Offer Letter Template:

Dear \_\_\_\_\_:

On behalf of the Department of \_\_\_\_\_ in the College of \_\_\_\_\_, I am pleased to offer you the opportunity to teach the course(s) listed below for the (year, Spring/Fall/Summer) semester.

- **Course #:** \_\_\_\_\_ Course Title \_\_\_\_\_ # s.h.
- **Meeting Time/Day(s):** 7:30-9:00 p.m., Tuesdays/Thursdays
- **Location:** Room, Building, Site

You will teach at the rank of \_\_\_\_\_ and will receive \$\_\_\_\_\_ for this teaching assignment. This offer is contingent upon sufficient enrollment. Courses that do not meet the minimum enrollment will be subject to cancellation at any time; however, confirmation will generally take place two weeks prior to the start of classes.

The (Year Spring/Fall/Summer) semester begins (day of week, month/date/year) and ends (day of week, month/date/year). Final exam week begins (month/date/year). All classes, including those that meet in the evening, are required to have their final exam during finals week. It is your responsibility to confirm a room for the final exam. Please consult the Registrar's website to determine the final exam period for your course: <http://www.registrar.uiowa.edu/Student/ExamInformation/FinalExamScheduleandInformation/tabid/110/Default.aspx>.

[Insert departmental/collegiate requirements (e.g., submission of course syllabus, semester deadlines for class lists, final grade submission, departmental support, required office hours)].

To ensure the University of Iowa community is in compliance with FERPA regulations, you are required to complete the online FERPA training module within the first two months of hire (by ***insert due date***)- <https://provost.uiowa.edu/files/provost.uiowa.edu/files/ferpa.pdf>. After having completed the training, you will be required to attest to an Annual Certification Notice in subsequent years.

Please confirm your acceptance of this offer by signing below and returning a copy of this letter by (day of week, month/date/year). If you have questions, please feel free to contact me.

Sincerely,

Signature

Name/Title (DEO of department in which course is being taught)

**\*Acceptance of Offer:** I have read this offer, conferred with my supervisor/DEO, and accept the terms of appointment described herein.

Name \_\_\_\_\_ Date: (month/day/year) \_\_\_\_\_

**\*For UI Staff:** Please note, that this offer is conditional on the approval by your current supervisor to assure that the teaching responsibilities offered in this letter will take place outside of your regular work hours. If not, you will need to request and be approved for release from your regular work schedule to use vacation or leave without pay while fulfilling the obligations for this course, unless otherwise approved by your supervisor. See the [OM III-17.16 Extra Compensation for University Faculty and Staff](#) for more information.