



April 26, 2022

Meredith Cawley
Meredith.Cawley@unt.edu

Dear Meredith:

It is my pleasure to offer you an appointment as an Adjunct Faculty in the Foundations Program at the University of North Texas. Binod Shrestha recommends that you be appointed as an adjunct faculty at a salary of \$4,040 for the summer 2022 semester for teaching the following course(s).

- **Summer 5 week I session (June 6 – July 8, 2022):** ART 1700.301: Foundations: Space: MTWR: 1:00pm – 4:50pm: ART 322 (.50 FTE)

You will be appointed at 50% FTE, which is equivalent to 20 hours per week, for the payroll appointment period of 6/6/2022 to 7/8/2022. The total salary (\$4,040) will be distributed over the course of the following 2 months as such:

- 1 July – full month (\$2,693.34)
- 1 August – ½ month (\$1,346.66)

All course assignments are subject to and contingent upon sufficient student enrollment, redistribution of faculty course assignments and fiscal resources. Your appointment for this semester does not guarantee an appointment in future semesters, but does make you eligible for consideration.

If you are a Teacher Retirement System of Texas (TRS) retiree, it is your responsibility to consult with TRS to ensure that total hours and/or days worked with UNT and any other TRS covered employer (including but not limited to state agencies and ISDs), will not have a negative effect on your TRS annuity.

All new adjuncts are expected to complete New Adjunct Orientation online. If applicable, the orientation information will be provided with your onboarding email after the processing of your criminal history background check. This orientation must be completed within your first 30 days of employment. You may also be required to attend your college/school or departmental faculty orientations and/or faculty meetings, if applicable. Your class duties will commence on June 6, 2022.

This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. You will not be permitted to work at UNT without proper authorization and you will be responsible for providing the institution with verification that such authorization has been obtained on or before June 6, 2022. Should you become ineligible or unavailable to continue your faculty appointment at any time because of your immigration status,



your employment may be terminated immediately in accordance with federal and state law and university policy.

Employment at UNT is contingent upon a satisfactory criminal history check. If the results of the criminal history check indicate that you would be unable to successfully fulfill your responsibilities, you will be notified, and this offer will become null and void.

Prior to your first day of employment at the University of North Texas, **official** transcripts for your highest degree completed must be on file in the departmental office and in the Office of the Provost and Vice President for Academic Affairs. Please have them sent at your earliest convenience, if you have not already done so.

I wish to call your attention to the enclosed Adjunct Offer Letter Addendum. It is included to make you aware of selected university policies, procedures, and expectations that relate to new faculty. This information should help acclimate you to the UNT community. Please understand that the information in the addendum is also subject to being revised or updated by the university in the future. Please note that the provisions appropriate for you will govern your appointment and future revisions or updates may apply to you as well. If you have any questions, I urge you to contact program director, Binod Shrestha, at Binod.Shrestha@unt.edu, or reply to this email.

This letter and the attached addendum will serve as assurance of this institution's commitment to your appointment in accordance with the described terms. No previous written or oral commitment will be binding on the University except as specified in this letter and attached Adjunct Offer Letter Addendum.

Please respond to this offer by signing in the space provided and returning it by May 9, 2022 to Jennifer.Aglia@unt.edu.

I look forward to working with you in the coming year. If I may be of assistance to you, please do not hesitate to contact me.

Sincerely,

Denise Amy Baxter, Ph.D.
Associate Dean for Academic and Student Affairs
College of Visual Arts and Design

Enclosures



I accept the offer as described in this letter and as governed by the appropriate provisions of the Adjunct Offer Letter Addendum.

Signature Meredith Easley Date _____

Name (printed) _____