



The following pages contain two versions of an initial appointment letter for new adjunct faculty and CLTs.

The letters are completed and issued by the *Adjunct Workload Management Office*.

Please do not attempt to change the letters or data in any way.

Please do not send the letters to your candidate. AWMO will copy the Academic or Administrative Department when the letter is sent.

Thank you.



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET
BROOKLYN, NY 11201-1909
718.260.5000

Dear _____,

We are pleased to inform you that the New York City College of Technology intends to appoint you in the title of _____
in the Department of _____
for the _____ 20 ____ academic semester. The appointment will be for _____ contact hours per week, with up to an additional _____ hours per week for the provision of office hours (if applicable), at the hourly rate of _____.

This offer of employment is conditional, contingent upon satisfactory completion of all hiring paperwork, verifications, including but not limited to, confirmation of identity and employment authorization, academic and professional credentials, and necessary employment and background checks.

Appointments and assigned workload hours are subject to sufficiency of registration, changes in curriculum and financial ability. Contractual workload limitations apply.

Please indicate your acceptance or declination of this offer below and return by email to ISR@citytech.cuny.edu

A handwritten signature in black ink that reads "Russ Hotzler".

Russell K. Hotzler, President

I accept: _____

Date _____

I decline to accept: _____

Date _____



NEW YORK CITY
COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET
BROOKLYN, NY 11201-1909
718.260.5000

Dear _____,

We are pleased to inform you that the New York City College of Technology intends to appoint you in the title of _____
in the Department of _____
for the _____ 20 ____ academic semester. The appointment will be for _____ hours for the semester, at the hourly rate of _____.

This offer of employment is conditional, contingent upon satisfactory completion of all hiring paperwork, verifications, including but not limited to, confirmation of identity and employment authorization, academic and professional credentials, and necessary employment and background checks.

Appointments and assigned workload hours are subject to sufficiency of registration, changes in curriculum and financial ability. Contractual workload limitations apply.

Please indicate your acceptance or declination of this offer below and return by email to
ISR@citytech.cuny.edu

A handwritten signature in blue ink that reads "Russ Hotzler".

Russell K. Hotzler, President

I accept: _____

Date _____

I decline to accept: _____

Date _____