Reset Form

Letter of Appointment

Stipend - Temporary Faculty | Other Assignment

FULL LEGAL NAME: Last Name	First Name	Middle Name	SU ID Number

College/School: Department/Program:

Dates of Service:

Start Date: End Date:

The compensation to be paid to the Appointee by the University for the services rendered will be: $

Describe particulars regarding duties or services covered by this agreement:

This Letter of Appointment is for a fixed sum and does not entitle the appointee to any University employee benefits, except as stated herein. Appointees contracted for a full academic year and assigned workloads of .5 FTE or more before November 1 are benefits eligible. Compensation for additional services will not be paid without prior written agreement between the individual and the University. Salary is paid based on the number of service days and work completed for each quarter/semester in the nine-month academic year, regardless of the pay schedule selected. In the event employment ceases during the contract term, an appointee's entitlement to salary shall be based on the number of service days and work completed as a percentage of the salary for the entire agreement.

This contract is subject to, and you agree to comply with, the terms, conditions, policies and procedures contained in the Seattle University Faculty Handbook (including any amendments) and all policies of the university, college or school, or department that apply to faculty. This temporary appointment may be terminated by the Provost at any time and for any reason without appeal.

Please note that continued employment is subject to meeting appropriate authorization as required by the U.S. Immigration and Naturalization Reform Act of 1986.

This Letter of Appointment will not be effective unless signed by Appointee and appropriate Dean, nor may it be modified without the written consent of both the Dean and Appointee. This document supercedes any and all verbal agreements. Please retain a copy for your records.

Deadline: To ensure timely payment, Faculty Services must receive the completed Letter of Appointment before the first day of service. Ongoing service will be paid in multiple distributions according to the regular payment schedule of the University. (See schedule on Payroll or Faculty Services webpages.) LOAs submitted after the 10th of the month will be processed for payment in the next monthly pay cycle.

Department Chair/Program Director Date	Dean/Senior Administrator Date
Appointee Date	Office of Research/Sponsored Projects (employees paid on grants only) Date

FOR OFFICIAL USE ONLY

Budget #	Account Code	Salary	%	Datatel Type:				
	50015			STPS				
	50015			STPS				
	50015			STPS	First Payment	Year	Last Payment	Year
Pay Schedule:				Pay Dates:				

LOA Prepared by:	
Date:	
Email:	
Tel:	

Faculty Services Notes:

CC: Payroll (06/11)