

WINTHROP UNIVERSITY
COLLEGE OF ARTS & SCIENCES
Adjunct Faculty Appointment Letter

NAME _____ CWID _____

TERM _____ OFFICE LOC _____ OFFICE EXT _____

CRN	Course Number/Section	Day and Time	Location	Term Dates

Please note that courses taught for other colleges are arranged separately, and would not be reflected on this list. Please also note that all adjunct faculty appointments are contingent on student enrollment and a clear background check.

Effective teaching in the College of Arts & Sciences at Winthrop University includes the following:

- A syllabus for each course taught, compliant with the university and college syllabus policies.
- Both interim and final grades for all students submitted by the university's published deadlines.
- Submission of office hours and contact information at the beginning of each term, and an annual report at the end of the term (or academic year, when teaching both fall and spring semesters).

The college maintains a policy and information web page for faculty at winthrop.edu/cas/facultyinfo, and adjunct faculty are added to a Blackboard group for reminders, guidance, and support.

Additionally, all Winthrop employees are required to complete a Title IX training within the first 30 days of employment, and an IT security training within 7 days of username/account activation. Employees will be contacted via email with instructions for both trainings.

Adjunct faculty are eligible to participate in the South Carolina Retirement System, and some adjunct faculty may be eligible for healthcare coverage. For more information, visit the Office of Human Resources online at winthrop.edu/hr, or contact them at hrhelp@winthrop.edu or 803/323-2273.

Please sign below to acknowledge your receipt of this letter, and return a signed copy to your department office. Departments will forward a signed copy of the form to the college dean's office.

Adjunct Faculty Signature: _____ Date: _____