



**[Division Name]**

**To:** PT Instructors  
**From:** *[insert Administrative Coordinator's name here]*  
**Subject:** Fall Appointments  
**Date:** September *[date and year]*

Attached is your Part-Time Statement of Appointment for ***[term]*** Term. Please look it over carefully, complete the information asked for in the high-lighted area, sign and **return all copies** to me **as soon as possible**.

If you would like to make a copy for yourself, please do so. I will return the pink copy to you after the document has been processed in Human Resources.

As usual, these appointments are subject to last minute, unanticipated schedule changes, and ***[Division Manager]*** or I will contact you if that happens.

***[Term]*** term paydays are: October ***[date]***, November ***[date]***, November ***[date]***, December ***[date]***, December ***[date]*** and January ***[date]***.

***In-service Note:*** You will be paid for up to 16 hours of Fall Term In-service activities. Please submit a list of activities attended and hours completed to me. **Remember** to record your In-service hours on your ExpressLane timesheet during the ***[pay periods]***. You will receive a separate In-service check on October ***[date]***. See me if you have any questions.

I hope you had a great Summer break!