Date

Name

Address 1

Address 2

Dear ,

I am pleased to invite you to participate in the <<Year>> UCLA Summer Sessions program. The program and compensation proposed for you are listed below. Please examine this information carefully for accuracy. Compensation is for all teaching responsibilities including preparation, instruction, office hours, and student follow-up. Program changes may result in compensation changes. Compensation is subject to such deductions as may be required by federal and state law and by University regulations.

Under federal law, the University of California may employ only individuals who are legally authorized to work in the United States, as established by providing documents specified in the Immigration Reform and Control Act of 1986.

As a condition of employment, you will be required to comply with the University of California [SARS-CoV-2 (COVID-19) Vaccination Program Policy](https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19).  All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline.   New University of California employees should refer to Appendix F, Section II.C. of the policy for applicable deadlines.  (Capitalized terms in this paragraph are defined in the policy.)  Federal, state, or local public health directives may impose additional requirements.

|  |  |
| --- | --- |
| Department: | Department name |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course(s): | <<Class1>> | <<Class2>> | <<Class3>> | <<Class4>> |
| Meeting Days: | <<Days1>> | <<Days2>> | <<Days3>> | <<Days4>> |
| Meeting Times: | <<Time1>> | <<Time2>> | <<Time3>> | <<Time4>> |
| Session Begins: | <<Begin date1>> | <<Begin date2>> | <<Begin date3>> | <<Begin Date4> |
| Session Ends: | <<End date1>> | <<End date2>> | <<End date3>> | <<End Date4>> |
| Grades Due: | <<GradesDue1>> | <<GradesDue2>> | <<GradesDue3>> | <<GradesDue4>> |

|  |  |  |
| --- | --- | --- |
| Payroll Title: | <<Pay title>> | |
| Total Compensation: | <<Stipend>> | |
| Pay Dates and | <<PayDate1>> | <<Paydate2>> | <<Paydate3>> | <<Paydate4>> |
| Amounts: | <<Payment1>> | <<Pay2>> | <<Pay3>> | <<Pay4>> |

Please sign and date the attached agreement and return it by <<Due Date>>. Retain this letter for your records.

Thank you for agreeing to be part of Summer Sessions <<Year>>.

Sincerely yours,

<<Invitation Signer>>

Date

Name

Address 1

Address 2

The program and compensation proposed for you are listed below. Please examine this information carefully for accuracy. Compensation is for all teaching responsibilities including preparation, instruction, office hours, and student follow-up. Program changes may result in compensation changes. Compensation is subject to such deductions as may be required by federal and state law and by University regulations.

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|  |  |  |
| --- | --- | --- |
| Payroll Title: | <<Pay title>> | |
| Total Compensation: | <<Stipend>> | |
| Pay Dates and | <<PayDate1>> | <<Paydate2>> | <<Paydate3>> | <<Paydate4>> |
| Amounts: | <<Payment1>> | <<Pay2>> | <<Pay3>> | <<Pay4>> |

Please sign and date this agreement and return it to:

|  |
| --- |
| Return address |

I accept this offer:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Name | Date |  |