

[INSERT DATE]**Name**

Dear _____:

We are pleased to confirm your grading appointment at New York University's School of Arts & Science for **[INSERT SEMESTER + YEAR]**. This offer is contingent upon sufficient student enrollment in the course and/or our need to cancel, shift or reassign courses. Your assignment will be as follows:

TITLE: GRADER**ASSIGNMENT:**

SEMESTER	[INSERT SEMESTER]
START DATE	[INSERT START DATE]
END DATE	[INSERT END DATE]
COURSE TITLE	[INSERT COURSE NAME + NUMBER]
COMPENSATION AMOUNT	[INSERT AMOUNT]

Your salary will be paid semi-monthly in equal installments on the first and fifteenth of the month and is subject to appropriate tax withholdings.

Your employment is contingent upon your eligibility to work in the United States. You are required to present original documentation which verifies your eligibility to work in the United States when your employment commences.

All employees are also required to enroll and complete the course entitled "OEO150: NYU Sexual Harassment Prevention Training" within 30 days of hire, and on an annual basis thereafter. You can register for this course through the NYU iLearn portal.

In accepting this appointment, you agree to abide by all NYU policies in effect, including Arts & Science and **[INSERT DEPARTMENT]** policies. University-wide policies can be found on the NYU website at <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines.html>.

You further represent that you have no other appointment at the University as faculty (including full time or part time faculty), administrator, professional researcher or staff.

Please note, you will receive and sign a New York State Labor Law Section 195(1) notice at the time you complete your hiring paperwork.

Sincerely,

NAME OF DEPARTMENT