

(letter confirming accreditation)

Dear

Accredited Part-Time (hourly paid) Lecturers: Subject

I am pleased to confirm that you were successful in your application to become “accredited” as a part-time Lecturer with the Department of_____. Your name has now been added to our register, from which we meet our part-time lecturing requirements. You will remain on our register for this academic year. We will then review the pool of accredited part-time lecturers to ensure a close match between our academic requirements and skills available.

Although at this stage we are not able to offer you any work, we will contact you if and when the need arises. In the meanwhile I enclose further information about the University and department, which I hope, will be of interest to you:

(The list should include the following)

- Information on the Faculty/ Department
- University Health & Safety Handbook
- Communications within the Department
- Outline of Student Services, including help offered with study skills within the Faculty
- Details of Employee support Helpline.

Yours sincerely

Head of Department / School