Dear   ,

We are delighted that you have accepted our offer to teach at the University of Delaware English Language Institute.

The contract that we will issue you will compensate you for 20 hours of instruction per week (one listening speaking class of 10 scheduled hours and one reading writing class of 10 scheduled hours) for seven weeks. The contract amount is inclusive of all lesson and material preparation, grading, and all administrative session duties associated with being an ELI instructor. You must also participate in two student activities or trips during the session. Our hope is that you will do more as it is a wonderful way to build teacher/student rapport. In addition, you are expected to attend faculty or mentor meetings approximately every other week and provide three office hours to your students each week.

There may be additional teaching opportunities available to you though you are not required to teach anymore than the two classes mentioned above. This might be an additional class or tutoring. Please speak to Joe Matterer, the associate director, regarding these opportunities.

Compensation for the seven-week session is $8,580. Unfortunately, no other benefits are included in your contract, except for your receiving an ID card entitling you to full use of University facilities (e.g., library, athletic facilities, etc.). No instruction beyond the stated dates can be guaranteed at this time. However, faculty who excel in the classroom may be invited to stay on as enrollment warrants.

The paperwork needed to get you into our payroll system is managed by our office manager, Dru Arban, and his assistant, Lin McDowell. Lin will contact you to start that process. She can be reached at linbmcd@udel.edu. Please be advised that it takes several weeks to fully process a new employee by all requisite UD departments. Therefore, your first pay check will be 30 days after you have submitted the necessary HR documentation to Lin.

Joe Matterer will serve as your immediate supervisor, and he will be available through the session to answer questions and give assistance if needed. At the beginning of the session, a faculty member will be assigned to work with you and serve as your mentor. This person will provide

support with the day-to-day aspects of the class and provide guidance concerning use of the texts and materials.

With this letter is an attachment about information in the ELI faculty handbook at www.udel.edu/eli/facbook. Please review the information indicated and contact Joe with any questions. He can be reached at his office at 302-831-1809, at his home at 302-738-7810, or by email at: jwm@udel.edu.

We look forward to working with you this session and will do all that we can to make your time at the ELI an enjoyable and rewarding professional experience.

Sincerely,

Dr. Scott Stevens,
Director

C: Joseph Matterer,
   Associate Director

   Deborah Detzel,
   Assistant Director

   Dru Arban,
   Office Coordinator

NEW TEACHER ORIENTATION
www.udel.edu/eli; www.udel.edu/eli/facbook; www.udel.edu/eli/curriculum;
www.udel.edu/eli/syllabus

The information below is from the ELI facbook (faculty handbook) and is found at the
second address above. These areas contain information with which you should familiarize
yourself before the orientation. The third address above is for the ELI curriculum. After
knowing your teaching assignments, you can review the curricular objectives for your
classes. The last address is where you should be able to get the syllabi for your classes.

Faculty Handbook:

Mission Statement
Organization (**chart**)
Beginning of Session Procedures (**opening day memo**)
Policy and Procedures:
        Academic Honesty
        Annual Performance Evaluations (**student evaluations**)
        Benefits (finding substitute teacher)
        Class attendance policies
        Class Change procedures
        End-of-session procedures
        Faculty email list
        Faculty Mail boxes
        Faculty Meetings
        Faculty Responsibilities (see S-Contract faculty)
        Final Exams
        Grading Policies
        Illness
        Office Hours
        Photocopying
        S-Contract Employees
        Evaluation procedures
        Syllabus