CREIGHTON UNIVERSITY

OMAHA, NEBRASKA

TEMPORARY MENTOR EMPLOYMENT ARRANGEMENT

[DATE]

[NAME & ADDRESS]

Dear [NAME]:

I am pleased to offer you a temporary assignment beginning on [DATE], 20\_\_\_, and ending [DATE], 20\_\_\_. If you agree to accept this assignment, your primary responsibility will be as a Mentor in the \*\*\*School of Pharmacy and Health Profession’s Distance Pharmacy Program\*\*\*. You will be compensated at the rate of $[RATE] for the semester, paid evenly over the course of the semester on the first business day of each month. You are assigned to mentor students as instructed by Dr.[INSERT FACULTY MEMBER’S NAME], Instructor of Record for [INSERT COURSE NUMBER].

You understand that a minimum number of students (as defined by Creighton in its sole discretion) must be enrolled in the course in order for the course to be conducted.

I look forward to receiving your signed letter and you joining [INSERT SCHOOL/DEPARTMENT]. Please let us know how we can assist you in your role.

Sincerely,

[INSERT UNIVERSITY REPRESENTATIVE]

[TITLE]

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This Letter must be signed and returned to the sender within 14 (fourteen) days of the date of the letter.