



*****NOTICE*****

Part-Time Teaching Agreement Process

Robert Morris University Part-Time Faculty are contracted on a semester basis. All Teaching Agreements will be processed through an automated system and emailed to your RMU email account.

If you are new to RMU and do not already have an RMU email account, you must clear all required background screening prior to an email account being created for you. After you clear all background screening, you will receive an email from "The Sentry" with the subject line of "Your Request for service has been received", notifying you that your email account has been created and with instructions for you to activate your email account. Please follow the instructions in that email, and if you experience difficulties call the Help Desk at 412-397-2211.

When an agreement is ready for your review and signature, you will be notified via an email to your RMU account. The email will contain a unique agreement number and a "link" to access your electronic Teaching Agreement. You will need to access and review your Agreement for accuracy and electronically "accept" or "reject" the Agreement. This must be completed in a timely manner in order for you to be contracted to teach and in order for you to be paid at the appropriate time.

If you have any questions, please contact your academic department or Human Resources at 412-397-6270.

Thank you,
Loretta Kowalsky
Human Resources
Robert Morris University