

SAMPLE LETTER OF OFFER SPECIAL APPOINTMENT - LECTURER

Dear Dr. _____

I am pleased to offer you a Special Appointment as a non-tenure track **Lecture** of (**name of department**) for the period from August **XX**, 20**XX** to May **XX**, 20**XX** [may be one to two years]. In the language of the *Bylaws of the Board of Regents of the University of Nebraska* (Section 4.4), a "Special Appointment" is a non-tenure leading appointment and the University has no obligation to notify you further of reappointment or non-reappointment. No one on a Special Appointment may accrue time toward tenure,

This appointment is (fraction) of a full-time equivalent (at least .50 FTE). Your appointment shall consist of the following apportionment of responsibilities: _____ FTE teaching, _____ FTE research, _____ FTE service, _____ FTE extension, and _____ FTE administration responsibilities. (Distribute total appointment FTE into appropriate categories.) Your salary for the 20XX/XX academic year will be \$**XX,XXX** paid in twelve equal monthly installments beginning September 30, 200X. [**can pay out over 9 months for a temporary appointment**] In subsequent years your salary will be adjusted following standard University procedures [**use this sentence for appointments longer than one year**], This offer and all of its terms and conditions are subject to approval procedures set forth in Section 3.2 of the *Bylaws of the Board of Regents*.

Although no reappointment can be assumed, this type of appointment permits renewal. Consideration of renewal would be based, among other factors, on satisfactory performance and the continuation of the position.

A Lecturer/Senior Lecturer appointed with an FTE of 0.50 FTE, or greater is ordinarily eligible for NUFLEX and retirement benefits. Information on normal fringe benefits available to faculty at the University of Nebraska-Lincoln can be accessed at the following website http://www.nebraska.edu/hr/hr_benefits.shtml. If you have questions about them or about your eligibility to participate, please contact the Benefits Office, Room 128, 501 Building (phone: (402) 472-2600).

This offer is contingent upon your having employment authorization from the United States Immigration and Naturalization Service to assume this position. If you need assistance in obtaining the appropriate visa classification, we will provide it.

For the 200X/XX academic year your duties will be [**describe teaching and other responsibilities here**]. Faculty members are required to set and keep regular office hours, to meet all classes where and when scheduled, to conform to the departmental course description for each course assigned and to prepare and distribute to students a syllabus which clearly specifies course requirements and grading policies. Faculty are also required to give teaching evaluations in all sections. You will be required to submit teaching evaluations and other appropriate material as designated by the department for review each year.

Please respond to this offer by signing one copy of this letter and returning it to me no later than [**date**] if you wish to accept this offer. If you do accept the offer, you agree to abide by the *Bylaws of the Board of Regents* and the *Bylaws of the University of Nebraska-Lincoln*, including the statement of responsibilities, rights, and benefits contained therein.

Sincerely,

(name), Chair
(name of department)

(name), Dean
(name of college)

Accepted:

(Signature of faculty member)

Date