

SAMPLE LETTER OF APPOINTMENT: ASSISTANT, ASSOCIATE, OR FULL PROFESSOR OF PRACTICE

Dear _____:

It is my pleasure to offer you a position as a/an (Assistant, Associate, or Full) Professor of Practice in the _____ Department at the University of Nebraska-Lincoln. This type of appointment is a non-tenure track position, authorized by Bylaw 4.4.8 of the Bylaws of the Board of Regents of the University of Nebraska. The provisions of Bylaw 4.4.8 (including those with respect to termination and grant funded positions) are incorporated into this letter of appointment, and you are advised to review those provisions prior to acceptance.

The term of your non-tenure track appointment is for _____ years, commencing on August XX, 20XX and ending on May XX, 20XX [*may be one to three years for Assistant Professor of Practice, one to four years for Associate Professor of Practice, or one to five years for Full Professor of Practice*]. Although reappointment is not presumed, renewal of your appointment may be considered if the quality of performance, the continuation of the position, and available funding all indicate that a renewal is appropriate.

Optional added paragraph: More specifically, you will be accorded a _____ year appointment, subject to renewal. At the end of the _____ year period, or at any other time by mutual consent, your performance will be reviewed and, if appropriate, you may be offered a new appointment for a term of _____ years. Consideration of renewal would be based, among other factors, on satisfactory performance and the continuation of the position.

Your appointment is 100% of a full-time equivalent (1.00 FTE.) [*Use the appropriate FTE for your position*] Your apportionment of duties shall be _____% teaching, _____% research/creative activities, and _____% service. [*Majority of apportionment must be in teaching/instructional activities*] While your assignment may include some efforts in the areas of research/creative activities and service, your performance evaluation will be based primarily on your performance in instructional activities.

Your salary for this nine month, academic year appointment will be \$_____, paid in twelve equal monthly payments. You will receive the first monthly payment on or about September 30, _____. You will be eligible for benefits, as established by the Board of Regents. Annual increases in salary, as recommended by me to the Dean, may be awarded based upon performance of your assigned duties and availability of funding. Information on normal fringe benefits available to faculty can be accessed at the following website: http://www.nebraska.edu/hr/hr_benefits.shtml. If you have questions about benefits or your eligibility for benefits, please contact the Benefits Office, Room 32, Canfield Administration, (phone: 402.472.2600).

The following paragraph must be included. (If a Senior Lecturer has been promoted to a Professor of Practice rank, no more than three years of credit for prior service can be counted towards the 6 year eligibility requirement. Be sure to include the italicized sentence in the paragraph if you are allowing years of prior service.)

You will be eligible to apply for a Faculty Development Fellowship after six full years of full-time service to the University of Nebraska-Lincoln. *You will receive _____ years of credit for prior service and will be eligible to apply for a fellowship after the _____ academic year.*

Any acceptance of the offer contained in this letter, is contingent upon your ability to legally engage in the described employment in the United States. If you need assistance in obtaining the appropriate visa classification, please contact me to learn about the University's visa support services. This appointment is subject to all provisions of the Bylaws of the Board of Regents of the University of Nebraska (found on-line at http://www.nebraska.edu/board/board_bylaws.shtml), and any amendments that may from time-to-time be duly adopted.

Should you wish to accept the appointment described in this letter, please sign below and secure delivery of the letter of appointment to me no later than _____. After that date, this offer may no longer be in effect.

I am delighted that you will be joining the faculty, and I look forward to working with you. Please do not hesitate to contact me if you have any questions.

Sincerely,

Department Chair

College Dean

Ellen Weissinger
Interim Senior Vice Chancellor for Academic Affairs

Accepted: _____
Faculty Member

Date: _____