

SPECIAL APPOINTMENT - TEACHING - LECTURER (TEMPORARY)

HIGHLIGHTED ITEMS MAY BE TAILORED FOR YOUR DEPARTMENT

Dear Dr. :

We are pleased to offer you a special appointment as a Temporary Lecturer (Lecturer/T) of *(name of department)* in the *(college name)* at the University of Nebraska-Lincoln from August **XX** , 200**X** to January **XX**, 200**X** (or second semester dates may be used). Your appointment is for **XX** FTE (up to 1.00 full time equivalency) all of which is assigned to teaching. Your assignment will consist of (these listed responsibilities)

Your salary for this semester will be **\$XX,XXX**. This amount is payable in four (*five in the the spring semester*) equal monthly installments less withholding taxes required by federal and state law and other payroll deductions. You will receive your first paycheck on or about September 30, 200**X**. (*January 31 in spring semester*) This offer and all its terms and conditions are subject to approval procedures set forth in Section 3.2 of the Bylaws of the Board of Regents.

In the language of the Bylaws of the Board of Regents of the University of Nebraska (Section 4.4.1), your appointment is a "Special Appointment" for a stated term; it will terminate at the end of the appointment period, and the University has no obligation to notify you further of non-reappointment. This position is not tenure-leading.

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

Please respond to this offer by signing this letter and returning it to *(the chair of the department)* no later than *(due date)*. The offer will no longer be effective after that date. If you accept this offer, you agree to abide by the Bylaws of the Board of Regents, (found online at http://www.nebraska.edu/board/board_bylaws.shtml) including the statement of responsibilities, rights, and benefits contained therein.

Sincerely,

(name), Chair
(name of department)

Accepted:

(signature of faculty)

Date