

CONTINUOUS

HIGHLIGHTED PARAGRAPHS MAY BE TAILORED FOR YOUR DEPARTMENT

Dear Dr. :

The faculty in the Department of *(name of department)* at the University of Nebraska-Lincoln (UNL) were very pleased to meet you during your visit on *(date of visit)*. Your lecture *(seminar, presentation)* was well received and we were interested in your research program. We feel that there are several ways you will be able to contribute to our department and that some excellent research opportunities exist for you here in Nebraska.

As a result, I am pleased to offer you an appointment as ***(give appropriate rank for qualifications)*** of ***(name of department)*** at UNL effective August ***XX***, ***200X***. 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. The rights and responsibilities in Section 4.1 and 4.2 of the Bylaws of the Board of Regents apply to all academic appointments. A copy of the Bylaws, the provisions of which are incorporated into this appointment, is available at the University of Nebraska website (http://www.nebraska.edu/board/board_bylaws.shtml).

(Please provide website link to, or statement describing when/how the candidate will receive, college and unit specific bylaws or procedures regarding faculty evaluation and promotion and tenure process and expectations.)

In the terminology of the Bylaws, this appointment is a "Continuous" appointment (with tenure) which is subject to regular annual review. This appointment is terminable only for adequate cause, bona fide discontinuation of a program or department, retirement for age or disability, or extraordinary circumstances because of financial exigencies.

As an *(appropriate rank)* of *(name of department)*, you will also be appointed to the University of Nebraska Graduate Faculty. The rights and responsibilities of Graduate Faculty are described in the Governance Document of the University of Nebraska Graduate College, available at <http://www.unl.edu/gradstudies/facstaff/downloads/gradgovdoc.pdf>.

The academic year salary for the position is ***\$XX,XXX***. This amount is payable in twelve equal monthly installments less withholding taxes required by federal and state law and other payroll deductions. You will receive your first check on or about September 30, ***200X***. You will be paid a negotiated fee for any assigned work performed beyond the duties concomitant to your appointment.

(Use this paragraph in place of the above paragraph, if the hire is mid-academic year.) The academic year salary for the position is ***\$XX,XXX***. This amount is normally payable in twelve equal monthly installments less withholding taxes required by federal and state law and other payroll deductions. Since you will start mid-year, you will receive a salary of ***\$XX,XXX*** for the semester. This single semester salary will be paid out in eight equal monthly installments minus payroll withholding deductions, with your first check delivered on the last working day of January. Your next academic year salary would be paid in twelve equal monthly installments over the period of September through August.

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.

Information on normal fringe benefits available to faculty members 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 32, Canfield Administration (phone: (402) 472-3101.)

To assist you initiating your research program at UNL, the College will provide you with two months of salary support during the summer of 200X if you have not yet obtained external research summer support by that time, giving you a total salary of \$XX,XXX in your first year at UNL. (If summer research or teaching is available, indicate in this paragraph).

Your full-time appointment shall consist of the following apportionment of your responsibilities: ___FTE teaching, ___FTE research, ___FTE service, ___FTE extension, and ___FTE administration responsibilities. (*Distribute 100% of FTE into appropriate categories.*)

Your duties will include both undergraduate and graduate teaching assignments as made by the Department Chair or the Chair's designate, the development of quality research supportive of the department's graduate program, and other assignments related to your duties as determined by the Chair and/or Dean.

As you noticed during your visit, we are placing greater emphasis on the increased development of research and graduate programs of national stature. Thus we expect that you will work aggressively toward establishing a base of external financial support for your research activities. I hope that within three years you will have established a funded research program which will provide you with summer salary as well as recovery of a portion of your academic year salary. The College and/or the Vice Chancellor for Research will provide up to \$X,XXX to assist you in purchasing equipment to initiate your research.

The College will reimburse you for actual expenses incurred in transporting household goods from **(city moving from)** to Lincoln in an amount not to exceed \$X,XXX. If you will be using a commercial moving

company, please contact our office prior to making arrangement. The University has contracts established with certain vendors and our purchasing department can assist with the arrangements.

If you have any questions about this offer please call me at **(chairs phone number)**. We are looking forward to having you join the department. This letter is sent in duplicate. If the offer is acceptable to you, please sign and return one copy to me by **(due date)**. This offer will no longer be effective after that date.

Sincerely,

(name), Chair
(name of department)

(name), Dean
(name of college)

Barbara Couture
Senior Vice Chancellor for Academic Affairs

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Accepted:

(signature of faculty member) Date