

Sample Letter for Visiting Faculty Appointments

Items in bold may be tailored for your department.

Dear Dr. :

The faculty in the Department of (*name of department*) at the University of Nebraska-Lincoln were very pleased to meet you during your visit on (*date of visit*). Your seminar was well received, and we were interested in your research program. We feel 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.

We are pleased to offer you a Special Appointment as a (**give appropriate rank for qualifications**) of (**name of department**) at UNL for an appointment term beginning on **XX/XX/200X** and terminating on **XX/XX/200X**, subject to the terms and conditions for Professional Staff employment by Special Appointment as set forth in Chapter III and IV of the Bylaws of the Board of Regents of the University of Nebraska (found online at http://www.nebraska.edu/board/board_bylaws.shtml). A Special Appointment is not a tenure leading appointment, and your employment will terminate without further notice from the University on the termination date stated above in this letter of offer. Although future employment by the University after termination of your Special Appointment cannot be presumed in any manner, the University may in the exercise of its sole discretion offer you such future employment, assuming satisfactory performance by you as evaluated by the chair and dean, and approval of any future appointment in accordance with the requirements of Section 3.2 of the Bylaws of the Board of Regents of the University of Nebraska.

The academic year salary for this 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.

Information on the normal fringe benefits available to faculty members at the University of Nebraska 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 (402) 472-2600.

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 clarification, we will provide it.

Your duties will include both undergraduate and graduate teaching assignments as made by the Department Chair of 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. Your 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.**)

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 arrangements. 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 (**chair's 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

Accepted: _____ Date: _____