

Lecturer Positions - Letter of Offer Template

From: Midget, SiseneG

Sent: Tuesday, December 5, 2017 1:57 PM

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Subject: Lecturer Positions - Letter of Offer Template

Hello all,

Below is language for the Lecturer Positions. The Dean desires for them to be 12-month positions. He would also like them to be three year contracts, but you may hire them year by year. If yours will be a 9th month position or if you have any questions please let me know.

Links to templates	In Unit Faculty <ul style="list-style-type: none">• Non-Tenure-Accruing Faculty Appointment Letter• Addendum Letter for Non-Tenure-Accruing Faculty
First paragraph (year by year)	<p>For Spring 2018 hires</p> <p>Your appointment will be as a <TITLE> (PS #xxxx) with the Department of <NAME> in the College of <NAME>. This is a full time (1.00 FTE), twelve-month, non-tenure accruing position. Your salary will be \$###, at a biweekly rate of \$####. Your appointment period is January 1, 2018 – June 30, 2018. You will report to work on January 2, 2018.</p> <p>For next fiscal year hires</p> <p>July 1, 2018</p> <p>Your appointment period is July 1, 2018 – June 30, 2019.</p> <p>August 16, 2018</p> <p>Your appointment period is August 16, 2018 – June 30, 2019.</p>
First Paragraph for three year contracts...	<p>For Spring 2018 hires</p> <p>Your appointment will begin on January 1, 2018 and end on December 31, 2020. This is a three year term subject to satisfactory annual evaluations beginning with the first evaluation in spring semester 2018. You will report to work on January 2, 2018.</p> <p>For next fiscal year hires</p> <p>July 1, 2018</p>

Your appointment will begin on July 1, 2018 and end on June 30, 2021. This is a three year term subject to satisfactory annual evaluations beginning with the first evaluation in spring semester 2019.

August 16, 2018

Your appointment will begin on August 16, 2018 and end on August 15, 2021. This is a three year term subject to satisfactory annual evaluations beginning with the first evaluation in spring semester 2019.

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Per Dr. Angel Kwolek-Folland these appointments are **not** on soft money, so you will need to remove the "your employment will cease...no further notice" language and keep what is highlighted.

~~Your employment will cease on the date indicated in this letter of appointment. No further notice of cessation of employment is required. < if applicable -~~ Any reappointment beyond these dates is discretionary and will be dependent upon availability of funding, department needs, and your satisfactory performance of assigned duties.

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J. TENURE: **Non-tenure accruing position**

~~The length of your continued employment under this appointment will be solely for the dates shown above. No further notice of cessation of employment is required.~~ Any reappointment beyond these dates is discretionary and will be dependent upon availability of funding, department needs, and your satisfactory performance of assigned duties.
