DATE

FACULTY MEMBER’S NAME

DEPARTMENT

EMAIL ADDRESS

Dear Professor LAST NAME:

I write to follow-up on our recent conversation and to confirm that your faculty title effective INSERT DATE EFFECTIVE will be changed from INSERT OLD TITLE (JOB CODE) TO INSERT NEW TITLE NAME (JOB CODE). Details of this appointment are as follows.

Title: TITLE

Period of Appointment:  DATES YEAR 1

DATES YEAR 2 (IF APPLICABLE)

DATES YEAR 3 (IF APPLICABLE)

Percent Time: PERCENT TIME

Your nine-month academic rate will be INSERT RATE for the 20XX-XX academic year.

This is for a temporary appointment without tenure. For **SHORT TERM** Contract terms: <The commitment is for the stated period only.> For **FIXED** Contract terms: <The commitment is for the stated three-year period only.>For **ROLLING** contract terms*:* < The commitment is for a rolling three-year period. After completion of the first year in the assignment an additional year will be added, so that your assignment will be for a continuous three-year period.>

Your assignment for the 20XX-XX academic year will be to INSERT COURSES TO BE TAUGHT AND/OR ADMINISTRATIVE SERVICE EXPECTATIONS AND/OR OTHER RESPONSIBILITIES. INSERT ANY ADDITIONAL INFORMATION SUCH AS COURSE CANCELLATION POLICY.

Sincerely,

NAME

TITLE

I accept this offer of appointment:

Date:

FACULTY MEMBER’S NAME

EID