

Sample Appointment Letter:
Non-Tenure-Track – Instructor/Visiting Faculty

Date: _____

Dear _____:

It is my pleasure to welcome you to the faculty in the **(Name of Department/School)** at Michigan Technological University. I am pleased to offer you an appointment as a non-tenure track **(Instructor/Visiting)**. The term of your appointment will be for **(fall semester/spring semester/the academic year)** at the annual salary rate of \$_____. Your duties will commence on _____ and will terminate on _____.

[Insert one of the following basic duties and expectations paragraphs:]

- a. *{Instructors}* In this position, you will be responsible for teaching _____.
- b. *{Visiting}* We look forward to your developing a program of teaching, research, scholarship, and professional activity in the area of _____. Your teaching assignment(s) will be _____.

[Insert special conditions paragraphs as needed:]

a. *{Contingency}* This offer is contingent upon providing evidence of employment eligibility and identity, and proof of having completed all requirements of your degrees you listed in your application materials. A background check and degree verification is done through a third party vendor, Sterling Solutions. They will contact you via the listed contact information in your application materials to obtain the personal information needed to verify all degrees. This request will come via email with a secure link for you to click on and enter the requested information. If you accept this offer and it is your first appointment to Michigan Tech, you must complete tax and other employment forms (in-person) on or before your first day of work to be placed on payroll. You will be invited to a new employee orientation to complete the necessary forms (*this sentence not necessary for temporary appointments*).

b. *{If MTU application questions on Page 2 are not answered}* As a condition of employment you will be required to enter into a patent, research, and proprietary rights agreement which in substance (1) obligates you to report to the University discoveries, invention, or other proprietary information developed by you, (2) gives the University the option to take over and finance such discoveries, inventions, or proprietary material and (3) in the event the University exercises the option, provides for the payment to you of the initial \$1,000 of income, 15 percent of the income between \$1,000 and \$30,000, and 33.3 percent of income in excess of \$30,000.

We will regard ourselves as mutually committed upon your returning a signed copy of this letter. This offer must be accepted within fourteen (14) days of the date of this letter, unless the time for acceptance is extended in writing.

We look forward to your joining us as a colleague and hope to hear from you shortly so that we can both make firm plans.

Sincerely,

I accept this offer.

(Name)

(Date)