

Terminal Year

Date: _____

Dear _____:

The Board of Control on **(date)** approved a one-year appointment as **(rank)** without tenure in the **(Name of Department)** for the academic year 20__ - __ at the salary rate of \$_____. In compliance with Board of Control Policy 6.4, Academic Tenure and Promotion, this will be considered your terminal year appointment. The academic year runs from the Monday two weeks before classes in the fall semester through commencement at the end of spring semester. Your duties will commence on August __, 20__ and will terminate on May __, 20__.

Sincerely,

I accept this offer.

(Name)

(Date)