

Sample Appointment Letter:
Non-Tenure-Track – Lecturer 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 a 9-month appointment as a non-tenure track Lecturer for the two academic years 20__ - __ and 20__ - __ at the annual salary rate of \$_____ for the first of these two academic years. The academic year runs from the Monday two weeks prior to the start of classes in the fall semester through one week after commencement at the end of spring semester. Your duties will commence on August __, 20__ and will terminate on May __, 20__.

Continuation of this appointment will be based on an annual review of your performance. Any modification or termination of your appointment will be in accordance with Senate Policy 701.2. This information can be found in Appendix L of the Faculty Handbook which can be accessed at the following website: <http://www.admin.mtu.edu/admin/prov/facbook/index.htm>.

In this position you will be expected to contribute to both the teaching and service missions of the **(department/School)**.

[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 Background Check. 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 take care of this.

If you hold a terminal degree, you may be eligible for appointment to the graduate faculty. Graduate faculty members are allowed to teach graduate courses, serve on graduate committees, and supervise graduate students. If you are interested in becoming a member of the graduate faculty, complete a Graduate Faculty Appointment form, available from the Graduate School web site (<http://www.gradschool.mtu.edu/forms/index.html>) and attach a copy of your vitae to the form. Submit the form to the department chair or school dean with which you wish to be affiliated. The dean of the graduate school will make the final decision regarding your nomination.

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)

C: Academic HR
(following signature by faculty)