

# Non-Tenure-Track Faculty - Lecturer/Senior Lecturer/Principal Lecturer/Professor of Practice

[back to model letters](#)

## Model Termination Letter

(Date)

(Faculty Name

Department Address

Department Address)

Dear \_\_\_\_\_:

The President on (date) approved a one-year appointment as (Lecturer/Senior Lecturer/Principal Lecturer/Professor of Practice) in the (Name of Department/School) for the academic year 20\_\_ - \_\_ at the salary rate of \$\_\_\_\_\_ (subject to adjustment). In compliance with University Senate Policy 701.2 this will be considered your final year as (Lecturer/Senior Lecturer/Principal Lecturer/Professor of Practice) in the (Name of Department/School). 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\_\_.

Senate Policy 701.2 pertaining to non-tenure track faculty, is located 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>.

Sincerely,

(Name of Chair/School Dean  
Name of Department/School)

I accept this offer.

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Date

C: Academic HR  
(following signature by faculty)