

Sample Appointment Letter:
Non-Tenure-Track – Senior Lecturer/Principal Lecturer/
Professor of Practice 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 (**Senior Lecturer/Principal Lecturer/Professor of Practice**) at an annual salary rate of \$_____. This appointment is considered a continuing 9-month academic year appointment. 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__.

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>.

[Insert appropriate responsibilities:]

a. As a Senior Lecturer, you will be expected to demonstrate excellence in teaching and leadership in education and developing new courses, teaching methods and procedures that have substantial impact in the (**department/School**) and across the University.

b. As a Principal Lecturer, you will be expected to demonstrate excellence in teaching and leadership in education and developing new courses, teaching methods and procedures that have substantial impact in the department/school and across the University, and demonstrate exceptional achievements in teaching and education, either by fundamental contributions to University's mission or by broad national or international impact.

c. As a Professor of Practice you will be expected contribute to both the teaching and service missions of the department. In addition, you will be expected to be active in professional societies in your field.

[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 for the degrees you listed in your application materials, (**PhD/MS/BS**). Background checks, including degree verification, are performed by a third-party vendor, Sterling Background Check. They will contact you using the 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 use to enter the requested information. If this 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 in order to be placed on payroll. That paperwork, and other information will be addressed in a new-employee orientation event, to which you will be invited

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.

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)