

## Terminal Year

Date: \_\_\_\_\_

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

During their meeting held (date), the Board of Trustees 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 Trustees Policy 6.4, Academic Tenure and Promotion, this will be considered your terminal year appointment. The academic year runs from the Monday two weeks prior to the start of classes in the fall semester through one week following the conclusion of the spring semester. Your duties will commence on August \_\_, 20\_\_ and will terminate on May \_\_, 20\_\_.

Sincerely,

[Name]

Chair or Dean, (Name of Department/College)

c: [Name of Dean if applicable], Dean, College of [Name of College]  
Academic Employment Services (HR)

\_\_\_\_\_  
I accept this offer.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Date)