[Dept. Letterhead]

[Insert Date]

[Dr./Ms./Mr.] [First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

Dear [Dr./Mr./Ms.] [Last Name]:

I am pleased to offer you the position of [position title: choose either Assistant/Associate/Full Professor of Practice OR Research Assistant/Associate Full Professor, whichever makes sense given the apportionment and duties for the summer] in the Department of [Department] at the University of Nebraska-Lincoln, for the period [insert dates; note: a start date and end date must be given, and the end-date should be the day before the main PoP or TT position starts in the fall].

Your appointment is [full-time (1.0 FTE) OR fraction of FTE full-time equivalent (FTE); must be at least half-time] and on an academic year (“AY”) basis. Your salary for this appointment will be $[amount], paid in [number] monthly payments. [Note: Payments for May and August will be prorated based on the number of days worked prior to the start of your academic year, full-time faculty appointment.] You will receive the first monthly payment on or about <date>, 202X. You will be eligible for benefits, as established by the Board of Regents. This non-tenure-track position is a [choose either “Faculty Practice” or “Faculty Research”] appointment, authorized by Bylaw 4.8 of the Bylaws of the Board of Regents (available at <https://nebraska.edu/regents/bylaws-policies-and-rules> ). It is non-renewable on the basis that you have a full-time faculty appointment beginning at the start of the next academic year and does not count towards years of service for eligibility to apply for a Faculty Development Fellowship.

Your appointment shall consist of the following apportionment of your responsibilities: [teaching percentage]% teaching, [research percentage]% research, [service percentage]% service, [extension percentage]% extension, and [administration percentage]% administration. [Note: the percentages must sum to 100%; please omit any categories with 0% apportionment. If duties will be mostly research, make the research apportionment at least 80% and make the position title Research Assistant/Associate/Full Professor. If duties will be mostly teaching (including, e.g., course prep), make the teaching apportionment at least 80% and make the position title Assistant/Associate/Full Professor of Practice.] [Include details about duties, as appropriate to the position. For example, you might say: “Your duties will include beginning work on establishing your research program at Nebraska” or “Your duties will include preparing your courses for the 2020-2021 academic year.”]

As a member of the faculty of the University of Nebraska-Lincoln, your appointment is subject to all University bylaws and policies, as they may be amended from time to time. It is your responsibility to become acquainted with the Bylaws of the Board of Regents Chapter IV “Rights and Responsibilities of Professional Staff”, in particular Section 4.4.8, which are specifically incorporated into this letter. Copies of Department and College Bylaws, which include procedures for voting on faculty evaluation and promotion, are provided to all new faculty members and are available upon request.

This offer is contingent upon your having employment authorization from the United States Citizen and Immigration Services to assume this position. If you need assistance in obtaining the appropriate visa classification, please contact me as soon as possible. Until this contingency is fulfilled, you should not assume, nor act in reliance on the notion, that your employment with the university is assured or complete.

[Include this sentence if the individual being hired has not yet earned the PhD at the time the offer letter is written: Your appointment as [position title] is contingent upon your completion of all of the requirements of your Ph.D. program on or before the effective date of your appointment.]

This letter and the policies referenced above contain the entire agreement concerning your employment with the University. If these terms are acceptable, please sign where indicated below and return a signed copy to me. This offer expires on [insert date], but may be extended at the sole discretion of the University. Please contact me if you have any questions or concerns.

The faculty and staff join me in welcoming you to [School/Department Name] and look forward to working with you. We trust that it will be mutually rewarding.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name], Chair [name], Dean

[name of department] [name of college]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elizabeth Spiller

Professor and Executive Vice Chancellor

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name of faculty member] Date