**FOR USE WITH SPECIAL APPOINTMENTS ONLY – LECTURER/T (TEMPORARY)**

YELLOW HIGHLIGHTED SECTION INDICATE THAT SPECIFIC INFORMATION NEEDS TO BE PROVIDED BY THE DEPARTMENT

Dear Dr.:

I am pleased to offer you a Special Appointment as a Temporary Lecturer (Lecturer/T) of (name of department) for the period from August XX, 201X to January XX, 201X [must be one semester only]. In the language of the Bylaws of the Board of Regents of the University of Nebraska (<http://nebraska.edu/board/bylaws-policies-and-rules.html>; Section 4.4), a "Special Appointment" is a non-tenure leading appointment and the University has no obligation to notify you further of reappointment or non-reappointment. This appointment is subject to all provisions of the Bylaws of the Board of Regents of the University of Nebraska (http://nebraska.edu/board/bylaws-policies-and-rules.html), and any amendments that may from time-to-time be duly adopted.

Your salary for the 201X-1X Fall (or Spring) semester will be $XX,XXX. This amount is payable in four (four for fall or five for the spring semester) equal monthly installments less withholding taxes required by federal and state law and other payroll deductions. You will receive your first paycheck on or about September 30, 201X (January 31 for spring semester).

Your appointment is for 0.XX FTE (up to 1.00 full time equivalency). Your appointment shall consist of the following apportionment of responsibilities: 100% teaching. Your assignment will consist of (these listed responsibilities).

If you are teaching more than 6 credit hours, you are eligible for health insurance coverage called the Bronze Plan which was made available as part of the Affordability Care Act. Please contact the Benefits Office at (402)472-2600 for more information.

This offer is contingent upon your having employment authorization from the United States Citizenship and Immigration Services to assume this position. If you need assistance in obtaining the appropriate visa classification, we will provide it.

If you have any questions about this offer please call me at (chair’s phone number). Please respond to this offer by signing one copy of this letter and returning it to me no later than [date] if you wish to accept this offer. This offer will no longer be effective after that date. If you accept the offer, you agree to abide by the Bylaws of the Board of Regents and the Bylaws of the University of Nebraska-Lincoln, including the statement of responsibilities, rights, and benefits contained therein.

Sincerely,

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(name), Chair (name), Dean

(name of department) (name of college)

Accepted:

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(name of faculty member) Date