**FOR USE WITH SPECIAL APPOINTMENTS ONLY - LECTURER**

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 Lecturer of (name of department) for the period from August XX, 201X to May XX, 201X [maybe one to two years]. 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 academic year will be $XX,XXX paid in twelve equal monthly installments beginning September 30, 201X. In subsequent years your salary may be adjusted following standard University procedures [use this sentence for appointments longer than one year] Although no reappointment can be assumed, this type of appointment permits renewal. Consideration of renewal would be based, among other factors, on satisfactory performance, availability of funding and the continuation of the position.

This appointment is (fraction if not full-time) of a full-time equivalent (must be at least 0.50 FTE). Your appointment shall consist of the following apportionment of responsibilities: 100% teaching.

Your duties will be [describe teaching and other responsibilities here]. Faculty members are required to set and keep regular office hours, to meet all classes where and when scheduled, to conform to the departmental course description for each course assigned and to prepare and distribute to students a syllabus which clearly specifies course requirements and grading policies. Faculty are also required to give teaching evaluations in all sections. You will be required to submit teaching evaluations and other appropriate material as designated by the department for review each year.

A Lecturer appointed with an FTE of 0.50 or greater is ordinarily eligible for NUFLEX and retirement benefits. Information on normal fringe benefits available to faculty members at the University of Nebraska-Lincoln can be accessed at the following website: http://www.nebraska.edu/faculty-and-staff/benefits.html. If you are teaching more than 6 credit hours, you are also eligible for health insurance coverage called the Bronze Plan which was made available as part of the Affordability Care Act. If you have questions about any of these benefits or about your eligibility to participate, please contact the Benefits Office, Room 32, Canfield Administration (phone: (402)472-2600.)

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.

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