[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 Temporary Lecturer (Lecturer-T) in the Department of [Department] at the University of Nebraska-Lincoln, for the period beginning on [insert start date] and ending on [insert end date]. [Note: Lecturer-T contracts must be for at most one semester, and are typically for exactly one semester. If it is known that the individual will be appointed for at least one year at an FTE of at least 0.50, then a Lecturer contract should be used instead.] [Add any personal comments you wish to make about the appointment here. For example, you might write: “I feel that excellent opportunities exist for you at Nebraska and look forward to working with you.”]

Your appointment is full-time (1.0 FTE) [or part time (0.xx FTE)]. Your total salary for the period of this appointment will be $[Salary] and will be paid in [choose one: four (for fall) or five (for spring)] equal monthly installments, less withholding taxes required by federal and state law and other payroll deductions, with the initial installment arriving on or about [choose one: September 30, [year] (for fall) or January 31, [year] (for spring)]. Your apportionment for this position is 100% teaching, and your duties will consist of the following: [Include details about duties. For example, you might say: “Your duties will include teaching (list specific classes if possible, or say “xx classes, with precise teaching assignments as made by the Department Chair or the Chair’s designate”. 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.”]

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 Affordable Care Act. Please contact the Benefits Office for more information, by phone at 402-472-2600 or in person in Room 32 of the Canfield Administration Building.

There are several resources on campus to assist in your transition to your new position. I encourage you to visit <https://hr.unl.edu/onboarding/> for an onboarding checklist from Human Resources. Once you have your “@unl” email address, I encourage you to activate your membership in the National Center for Faculty Development and Diversity; see <http://go.unl.edu/ncfdd> for more information. Finally, I encourage you to visit <https://teaching.unl.edu> for information on resources available to teaching faculty from our Center for Transformative Teaching.

In the language of the Bylaws of the Board of Regents of the University of Nebraska, this is a Special Appointment for a stated term. Such an appointment is not a tenure-leading appointment, and your employment will terminate without further notice from the University on the end date stated above. Although future employment by the University after termination of your Special Appointment cannot be presumed in any manner, the University may in the exercise of its sole discretion offer you such future employment, assuming satisfactory performance by you as evaluated by your supervisor and the chair, and approval of any future appointment in accordance with the requirements of Section 3.2 of the Bylaws of the Board of Regents of the University of Nebraska.

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”. The University of Nebraska Board of Regents Bylaws and Policies are available online at <https://nebraska.edu/regents/bylaws-policies-and-rules>. Copies of Department and College Bylaws 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.

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,

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[name] Dori Smidt

Chair Assistant Dean of Business Operations

[name of department] College of Education and Human Sciences

Accepted:

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[name of faculty member] Date