January 8, 2020

[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 2020 Summer Sessions.

Your appointment is part time (0.xx FTE). Your maximum salary for the period of this appointment will be $[Salary] and will be paid in according to the Summer Session payment schedule below, less withholding taxes required by federal and state law and other payroll deductions. Your apportionment for this position is 100% teaching, and your duties will consist of the following:

Class Name: Credit Hours:

Session/Dates: Days & Time:

Location of Class: Maximum Salary:

Summer Session payment schedule:

Pre-Session 8-Week Session 1st Session 2nd Session

67% - May 31 25% - May 31 68% - June 30 60% - July 31

33% - June 30 55% - June 30 32% - July 31 40% - August 31

20% - July 31

The actual amount to be paid to you is based on the final enrollment for your course(s) and is guided by the CEHS partial pay schedule. Specifically, if a course does not meet minimum student enrollment numbers, your pay may be prorated by the number of enrolled students. If the pay is prorated, our department will contact you to discuss options for the course. Additionally, the department retains the right to cancel the course at any time prior to it starting.  If cancelled, you will receive no financial compensation.

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], Chair Dori Smidt, Assistant Dean of Business Operations

[name of department] College of Education & Human Sciences

Accepted:

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[name of faculty member] Date

