[Dept. Letterhead]

**BE SURE TO EDIT OR DELETE ANYTHING IN YELLOW AND REMOVE THE HIGHLIGHT**

April 5, 2024

[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 August 19, 2024, and ending on January 3, 2025. [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 with enthusiasm to your future contributions.”]

Your appointment is part-time (0.xx FTE). Your total salary for the period of this appointment will be $[Salary] and will be paid in four equal monthly installments, less withholding taxes required by federal and state law and other payroll deductions, with the initial installment arriving on or about September 30, 2024. Your apportionment for this position is 100% teaching [*note: all Lecturer-T positions must be 100% teaching; please contact the EVC office if you believe you need an exception to this*], 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 401 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 and, except as specifically provided otherwise in this letter, is subject to the terms and conditions of employment contained within those Bylaws, as well as other bylaws and policies of the University, College, and Department, as amended from time to time. You are responsible for familiarizing yourself with and adhering to those bylaws and policies. Both the bylaws and policies of the Board of Regents of the University of Nebraska can be accessed at <https://nebraska.edu/regents/bylaws-policies-and-rules>, and copies of the bylaws for the College and Department are available upon request.

Your employment will terminate without further notice from the University on the end date stated above. In contrast to Section 4.8.1 of the Bylaws of the Board of Regents, even though your appointment is for a stated term, your signature on this offer letter confirms your agreement that your appointment may be terminated by either party at any time prior to the end of that term upon the giving of ninety (90) calendar days’ advance written notice. As stated in that Section, your employment may also be terminated without any notice for adequate cause, retirement for age or disability, bona fide discontinuance of your program or department, or extraordinary circumstances because of financial exigency

Although future employment by the University after your appointment expires at the end of its stated term 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.

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 [name], Dean

[name of department] [name of college]

Accepted:

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[name of faculty member] Date