Date

Name

Address

Address

Email:

Dear

I am pleased to offer you the appointment as a visiting Summer Session Faculty (Lecturer/T) in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the **2018** Summer Sessions. The appointment is for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ session, beginning on \_\_\_\_\_\_\_\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This Special Appointment is governed by the Bylaws of the Nebraska Board of Regents (NU Regent’s Bylaws 4.4.1) and is for a stated time period and does not lead to tenure.

Class Name and Credit Hours:

Session/Dates:

Days & Time:

Location of Class:

Maximum Salary:

Summer Session payment dates are as follows:

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

93% - May 31 35% - May 31 80% - June 30 71% - July 31

7% - June 30 52% - June 30 20% - July 31 29% - August 31

13% - 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. UNL is required to withhold state, federal, and social security taxes from your total compensation. Your salary will be directly deposited in the bank of your choice.

The University does not pay transportation or living expenses or make arrangements for them, and temporary instructors are not eligible for fringe benefits. You may, however, purchase a parking permit by applying to Parking Services (http://parking.unl.edu/).

Your accepting this appointment indicates your willingness to meet all classes as scheduled and to turn in grade reports on or before the due date. Special arrangements must be approved by the Chair of the Department.

We look forward to your joining us this coming summer. If you accept this offer on the terms outlined above, please return a signed copy of this letter by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Also please contact the department prior to the course starting to obtain needed classroom resources (course lists, textbooks, materials) and to complete all paperwork required to finalize the hiring process.

 Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name), Chair Dori Smidt, Assistant Dean of Business Operations

(name of department) College of Education & Human Sciences

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of faculty member) Date