Template for One-Year Appointment Offer Letter

Date

(Ms. Mr. Dr.) First Name Last Name

Street Address

City, State Zip Code

Dear (Ms. Mr. Dr.) Last Name:

I am pleased to offer you the position of (instructor, visiting assistant professor, etc.) in the Department of for the academic year. This is a one-year non-tenure track appointment at an annual salary of $ to be paid in twelve monthly payments. The appointment will begin on August \_\_\_, 20\_\_ and end on May \_\_\_\_\_\_\_\_\_\_\_.

The University of Memphis offers a comprehensive benefits program. To learn more about the employee benefit programs, please visit the web site at <http://www.memphis.edu/benefits/info/faculty.php>.

This offer carries with it a teaching load of hours per academic year. \_\_\_\_\_courses will be taught during the fall semester and \_\_\_\_\_ courses during the spring semester. You will be eligible for summer employment based on the instructional needs of the department. Teaching loads as stated in this letter may vary, subject to departmental needs.

Initial non-tenure track appointments at the rank of (Instructor, Visiting Assistant Professor, etc.) for a definite term of one year or less. Following a satisfactory performance review, contracts may be renewed for up to a three-year term appointment. This is a \_\_\_\_\_\_\_ year time-limited appointment contingent upon available funding and satisfactory review.

You will be expected to provide quality instruction both in the classroom and equally important, through your interactions with students for whom you will serve as a mentor. Such instructional activities may include teaching off campus. Your instruction will be evaluated in several ways including formal student surveys and peer visits. Your teaching as well as other contributions to the department and university will be evaluated near the end of the academic year. Based upon positive evaluations, the instructional needs of the department, and university funding, it may be possible to annually renew your appointment for two additional academic years.

To process your appointment, we will need to have an official transcript. Please have the institution that awarded your highest degree submit an official transcript directly to The University of Memphis, Office of Faculty Administrative Services, 374 Administration Building, Memphis, TN 38152-3120.

Shortly after you return this offer letter, you will be receiving an email from “Data Facts, Inc” asking you to fill out a form to complete the background check for employment.

The foregoing contract terms are contingent upon the approval of the Provost and the President of the University, and the Board of Trustees, if necessary. Please return your acceptance as soon as possible so that processing of your appointment can proceed. You will not be bound to these terms until you accept the formal contract offer.

Sincerely,

 \_\_\_\_\_

Chair

 \_\_\_\_\_

Dean (Only use if your College/School requires Dean’s signature)

I accept this offer of employment:

 \_\_\_\_\_

 (Insert New Hire’s Name here)

 \_\_\_\_\_

Date