

LETTER OF APPOINTMENT
Renewable Term LARAW Instructors
School of Law

DATE

NAME
ADDRESS
CITY, STATE ZIP

Dear **NAME**:

You are hereby appointed Instructor in Legal Analysis, Research and Writing in the School of Law for the **YEAR** academic year. This appointment is subject to the terms and conditions of the *Faculty Handbook* and the "Standards and Procedures for the Hiring and Reappointment of Legal Analysis, Research and Writing Instructors" as amended from time to time (available from the Dean's Office), and such special rules and regulations as may be promulgated.

This is the **NUMBER** year of a **ONE OR THREE** year renewable term appointment as described in the "Standards and Procedures" document. Your salary will be **\$XX,XXX** for said academic year, payable in twenty-four equal semi-monthly installments. This salary represents a 100% appointment. A medical and family leave may result in an adjustment to your salary. Your total compensation includes benefits as described in the *Faculty Handbook* and as reflected in your semi-monthly payroll advice.

Please record your acceptance of these terms and conditions by signing in the space indicated below and by returning this letter to my office two weeks from the date of this letter. One copy of this letter is for your records.

Thanks you very much.

Sincerely,

Lucia Albino Gilbert
Provost and Vice President for Academic Affairs

Accepted: _____

Date: _____