

**LETTER OF APPOINTMENT**  
**Academic Year Fixed Term Lecturers**  
**Visiting, Adjunct, and Other Special Faculty Appointments**

**DATE**

**NAME**  
**ADDRESS**  
**CITY, STATE ZIP**

Dear **NAME**:

You are hereby appointed **RANK** in **DEPARTMENT** in the **COLLEGE/SCHOOL** for the **YEAR** academic year. This appointment is subject to the terms and conditions of the *Faculty Handbook* as amended from time to time, and such special rules and regulations as may be promulgated.

Your salary will be \$**XX,XXX** for said academic year, payable in twenty-four equal semi-monthly installments. This salary represents a **XX%** appointment and you will be teaching the equivalent of **XX** courses during the academic year. 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 this office two weeks from the date of this letter. One copy of this letter is for your records.

Thank you very much.

Sincerely,

Lucia Albino Gilbert  
Provost and Vice President for Academic Affairs

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_