

Letter of Appointment: Nontenure-Track, Fixed-Term Faculty

A nontenure-track, fixed term appointment is for a term of one, two or three years designated at the time of hire and subject to non-renewal at the end of that term.

Date

Candidate Name

Address

City, State Zip

Dear _____:

I am pleased to offer you a ***nontenure-track, fixed-term appointment*** to the faculty of Bowling Green State University upon the recommendation of the ***[Academic Unit]***. This appointment is for the ***[length of term: one two or three years]***, ***[list academic year(s)]*** at the rank of ***[instructor, visiting assistant professor, etc.]*** and an academic-year salary of \$____.

[Specify expectations for performance or responsibilities.]

[If appropriate, include a paragraph here that details any agreements reached regarding start-up costs, computing equipment, office or lab space, etc.]

After determining the instructional needs of the unit, we may be able to renew the position at the end of your ***[____-year]*** appointment. If the request is approved, the department would invite you to reapply for the position. ***[IF POSTED POSITION DESCRIPTION INDICATED POSSIBILITY FOR RENEWAL OF APPOINTMENT, NO NEW SEARCH WILL BE REQUIRED.]***

[If I-9 verification has not been completed, include standard statement.]

To accept this appointment, you must sign the acceptance line at the end of this letter and the enclosed contract. The terms of this agreement may not be modified or altered by any oral statements or representations. Be sure to check your payment option in Section 4 of the contract. Please return the originals of this letter and your contract, along with the enclosed Faculty/Staff Employment Record, no later than ***[specific date]*** to ***[specific person/office]***. The copies are for your records.

Each year in mid August, the University sponsors an orientation program to welcome new faculty members and to help them learn about the campus and the community. Sessions relating to health and retirement benefits, campus services, and faculty development, to name a few, will

be offered at the departmental, college and university levels. The University will also provide assistance in access to photo IDs and e-mail accounts. Information about time and place for these events will be sent to you at a later date.

I am delighted to welcome you to the faculty of Bowling Green State University and look forward to working with you this year. I invite you to contact me, *[Chair/Director]*, or members of my staff if we can be of any assistance to you as you begin your new duties.

Sincerely,

Dean

I accept this appointment:

_____ *[type in appointee's name]*

_____ *Date*

I decline this appointment:

_____ *[type in appointee's name]*

_____ *Date*

Enclosures

copy: *Chair/Director*
Provost and Vice President for Academic Affairs