Template 3.a: Part-time Union – Lecturer (I, II, III) Appointment **Letter** (updated December 2023)

* *Rehires: Provost signature line not required.*

DATE

Name

## Address

Dear

We are pleased to offer you a part-time faculty appointment of Lecturer (select: I, II, III) in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Vermont to (select: teach OR co-teach) the course(s) listed below. Include this language if relevant: Per the negotiated criteria in Article 14.1 of the CBA for the PT bargaining unit, you are eligible for an academic year appointment. Insert this statement if spring assignment not known yet. Your spring assignment, if applicable, will be provided at least 45 days prior to the beginning of the spring semester.

* Appointment Term: Indicate:Academic Year 20xx-xy OR Fall XX OR Spring XY
* Current Assignment/Dates of instruction: ([click this link to look up dates by year](https://www.uvm.edu/sites/default/files/UVM-Faculty-Affairs/Faculty_Appointment_Letter_Dates_rev_09-12-18.pdf))

*Fall semester: list dates here or*

*Spring semester: list dates here or*

*Academic year: list dates here or*

*Other: list dates here*

* Rate per Credit Hour:
* Total Salary for this Assignment: $\_\_\_\_\_\_\_

*[The following information for each course must be listed.*]

Meeting Meeting Credit Include only if Co-taught

Course Name/Number Days Times Hours Term % of Course Co-Taught

Course Title CT 191 M/W/F 9:40-10:30a 3 FLxx include only if co-taught

Course Title CT 192 T / R 11:40-12:55p 3 SPxx include only if co-taught

Include this language if relevant: In addition to teaching the above courses, you will be expected to perform the following duties: Please outline the duties and, if applicable related compensation

The University of Vermont is an educationally purposeful community seeking to prepare students to be accountable leaders in a diverse and changing world. Members of the University of Vermont community embrace and advance the values of Our Common Ground (<https://www.uvm.edu/president/our-common-ground>).

Your University status renders you a member of a bargaining unit. You are represented by the United Academics ([www.unitedacademics.org](http://www.unitedacademics.org)) – Part-Time Union on matters affecting terms and conditions of employment. You are subject to the Agreement in effect between the University and United Academics as well as any department, college and university policies and procedures that may be issued from time to time. You may refer to the current agreement by viewing the website at: <https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>.

**Include if fully remote upon hire:** The University agrees that commencing on your hire date, you may telework on a full-time basis from a non-UVM facility located in [City, State]. Please refer to Federal and State Labor Laws (<https://www.jjkeller.com/learn/SHRMPDF>) for further information regarding those applicable laws in the state you work in. If you wish to telework from a different location, you will need to submit a telework request and receive prior approval for a change in work location following the University’s telework policies and procedures.

New Faculty Orientation will take place on (see the Faculty/Recruitments/Appointment Letter Dates (PDF) on the [Resources for Faculty And Chairs](https://www.uvm.edu/provost/resources-faculty-and-chairs) web page to look up dates by academic year) Insert: dates. August xx-xx, 20xx. ***Attending this two-day event is optional for part-time faculty, though registration is required.*** If you would like to register for orientation go to <https://www.uvm.edu/provost/forms/registration-new-faculty-orientation>. If you choose to attend, you may be eligible for payment in accordance with Article 16.12 of the Agreement.

The offering of this course is contingent on adequate enrollment. You will be notified in writing should the course be canceled in accordance with Article 14 of the Agreement.

If the terms and conditions described above are acceptable to you, please indicate your acceptance of this offer by signing and returning this appointment letter no less than thirty (30) days before the start of the teaching assignment. Return to (Name) (Title) (Campus Address) University of Vermont (City) Vermont (Zip) (Email or Fax #)

We look forward to hearing from you as soon as possible.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean

Department of \_\_\_\_\_\_\_\_\_\_\_\_ College of

Please format this letter such that the faculty member’s signature block is not the only item appearing on Page 2.

Acceptance: I accept the offer as outlined above:

Date Signature

*To help avoid a delay in your payment, please return your signed appointment letter promptly.*