**Template 1.b: Secondary, Non-Salaried, Appointment for UVM Staff Member (Updated October 2019)  
NOTE: A staff member who will teach and receive supplemental compensation should be issued a Part-time Lecturer NU Appointment Letter #2b, detailing course information and compensation.**

DATE

Dr.

Address

Dear

We are pleased to offer you the secondary appointment of \_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Vermont. This appointment is for the period \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ and is without salary.

In addition to the terms and conditions stated in this letter of appointment, faculty are subject to departmental, college and university policies, including policies appearing in the Faculty Handbook for non-represented faculty. The Faculty Handbook may be found on the web at: <https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>.

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>).

Vermont state statute requires all US citizens in faculty positions at publicly-funded universities to subscribe to an oath to: support the US Constitution, the Vermont Constitution, and all state and federal laws. If you are a US citizen, your signature on this appointment letter serves as your attestation to this oath.

If the terms and conditions described above are acceptable to you, please sign and date this letter in the space provided below and return the original, signed copy to the (Name) (Title) (Campus Address) University of Vermont (City) Vermont (Zip) (Fax #).

Please select one of the following statements:

We look forward to hearing from you as soon as possible.  
  
We look forward to hearing from you within XX days of your receipt of this letter.

We look forward to hearing from you within XX days of your receipt of this letter, after which time this offer is no longer valid.

This offer expires XX days after the day of receipt. We look forward to hearing from you as soon as possible.

Sincerely,

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

Dept. of \_\_\_\_\_\_\_\_\_\_\_ College of \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Acceptance: I accept the offer as outlined above.

Date Signature

cc: Name and Dept. of Staff Member’s Supervisor