Template 2.a: Part-time Lecturer, Non-Union with salary (updated November 2019)

* *New Hire: Provost signature required. Appointment letter mailed from Faculty Services.*
* *Rehire: Provost signature line not required. Appointment letter mailed from the Dean’s Office.*

DATE

Name

## Address

# Address

Dear

We are pleased to offer you a part-time faculty appointment as Lecturer in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Vermont to (*select one:* co-teach or teach) the course(s) listed below.

* Appt Term: Indicate:Academic Year 20xx-xy OR Fall XX OR Spring XY
* 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*

*Spring semester: list dates here*

*Academic year: list dates here*

*Other: list dates here*

* Rate per Credit Hour:
* Total Salary for this Appointment: $\_\_\_\_\_\_\_
* Course information:

*[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 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].*It is our expectation that these duties will involve \_\_\_\_\_\_ hours over the [select one] semester or academic year.

This appointment is temporary, and carries with it no expectation of reappointment.

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>.

Include this language if the faculty member does not have a NetID: Prior to the start of your paid appointment you will be provided a University NetID which will afford you the ability to fully utilize the University Libraries and allow you to access Blackboard and Banner-Student to begin preparing your courses. In addition, with a University NetID you may also obtain a University ID card (CatCard).

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. Your position may include formal and/or informal instructional responsibilities. 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 Insert if relevant along with the personnel information sheet to (Name) (Title) (Campus Address) University of Vermont (City) Vermont (Zip) (email or Fax #).

Please select one of the following statements:

We look forward to hearing from you by DATE.  
  
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,

Remove Provost signature block for rehire and reformat other signature lines.

\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean Patricia A. Prelock, PhD, CCC-SLP, BCS-CL

Dept. of \_\_\_\_\_\_\_\_\_\_\_ College of \_\_\_\_\_\_\_\_\_\_\_\_\_ Provost and Senior Vice President

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

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