Template 6.e: Winter Session Appointment Letter Template (updated December 2023)

DATE

Dr.

Address

Dear :

We are pleased to appoint you as Depending on the individual’s status, insert appropriate faculty title here:Lecturer (if new/NU) or Lecturer I, II or III, or Emeritus (if applicable)for the 20xx-20yy Winter Session at the University of Vermont. The appointment period for the 20xx-xx Winter Session is December xx,20xx-to January 15, 20xx. The details of your assignment are as follows:

* Course Name: *Course Name Here*
* Dates of Instruction: *Actual Course Dates Here*
* Rate per Credit Hour: *Credit Hour Rate Here*
* Number of Credits: *Credits Here*
* Total Salary for this Appointment: *Total Salary Here*

You will be paid via additional payment form. You will receive payment no later than January 15th, 20xx.

If this assignment is outside of your home department at the University, your signature on this appointment letter indicates that you have consulted your supervisor and your supervisor has approved this appointment.

In addition to the terms and conditions stated in this letter of appointment, faculty are subject to departmental, college and university policies, including policies referenced in any prior letter of appointment for a primary appointment.

**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.

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 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 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