Appointment Letter for a Temporary, Part-time Lecturer (Nonbenefitted)

SAMPLE FORMAT: This is a sample for preparing appropriate appointment letters for temporary, part-time nonbenefitted lecturers. The **sections in *italics* must be included in each letter**; other sections are only examples of the types of other information you may wish to include.
PLEASE NOTE: part-time lecturers who have **not** been hired through a regular search may not be assigned 6 or more credits for 2 or more consecutive semesters.
A copy of your proposed letter should accompany the request to make this temporary, part-time lecturer appointment.

It is with pleasure that we write this letter to offer you a temporary, part-time appointment in the Department of xxxxxxxx in the College of xxxxxxxx at North Dakota State University (NDSU) as a lecturer.

The appointment is effective xxx, xx, 200x, at a salary of $ _____; this appointment does not include fringe benefits. Office space , xxxxxxxx, and xxxxxxxx will be provided.

You are subject to the rules and policies of the North Dakota State Board of Higher Education and NDSU. (Copies of most of these rules are in the NDSU Policy Manual which is available at http://www.ndsu.nodak.edu/policy/.) These policies provide that your performance is subject to review, and there should be no expectation of a routine renewal of this appointment.

Your specific responsibilities, as determined by the Department of xxxxxxxxxxxx, will be [define teaching load and any other expectations such as advising specifically]. (**Please use language appropriate to the specific department/college for describing work assignments in this paragraph**.)

Please confirm your acceptance of this appointment by signing and dating the agreement, and returning it to xxxxxxxx xxxxxxxx. State law requires faculty and lecturers to sign and file with NDSU the attached oath prior to beginning their duties. Finally, please note that this offer is contingent on proof of eligibility to work in accordance with federal law.

Sincerely,

_____
Department Chair Date

_____
Dean Date

I accept the appointment offered above.

_____
Appointee Date

8/9/07