

APPENDIX N-2

UNIFORM LETTER OF APPOINTMENT:
TEMPORARY FULL-TIME FACULTY

Dear _____:

I am pleased to offer you (***subject to the approval of the Board of Trustees**) the position of temporary full-time _____ in the _____ Department at an annual salary of \$ _____. Your employment period will run from _____ through _____. As a full-time faculty member, you are governed in the conditions of your employment by the collective bargaining agreement between the Board of Higher Education and the Massachusetts State College Association (MSCA/MTA). One such condition is a requirement that all members of the bargaining unit pay dues to the Association or, in lieu of dues, an agency service fee. A copy of the collective bargaining agreement may be obtained in the MSCA/MTA office on campus.

[Special conditions, if any (e.g., this appointment is contingent upon completion of degree).]

[*This offer of appointment is contingent upon satisfaction of any requirements imposed under Federal laws governing immigration and naturalization.]

This letter serves to let you know that this temporary appointment is of a limited duration to meet a special need in your department. The term of your appointment will conclude automatically on the date specified above, and this letter will serve as the only notice you will receive concerning the nature of your appointment. In the event any person serves for four consecutive semesters as a temporary full-time member of the faculty, no further full-time temporary appointment can be granted for one full academic semester thereafter.

If this offer of employment is acceptable to you, please sign, date, and return one copy of this letter to the Academic Affairs Office, _____, within five days. Please note that it is important for you to visit the Personnel Office on or before your first day of employment for the completion of several forms which will activate the payroll process.

All of us at _____ look forward to working with you.

Sincerely,

Vice President
Academic Affairs

I fully understand the temporary nature of this appointment and accept this notice of the date of its termination.

Date

Signature

[*if applicable]