

[Sample Letter of Appointment for Non-Tenure Track Position]

Upon the recommendation of **[name and title of department chair]**, I am pleased to offer you a position at the University of Arkansas, Fayetteville, for the **[term, year, other— specify beginning and ending dates of appointment]** as **[title and department/ discipline/ area of appointment.]**. You will receive a base salary of **[\$_____]**.

[Add a reference to fringe benefits if the appointment is 50% or more.]

The University fringe benefits offered to employees appointed for half-time or greater include (depending upon choice and qualification) group health insurance, group life insurance, group dental insurance, retirement plan options (TIAA/CREF, Fidelity Mutual Fund, or the Arkansas Public Employees Retirement System (APERS), depending upon qualifications), Social Security/Medicare, short term and long-term disability insurance, and modified work assignments for maternity/paternity. Employees must sign up with Human Resources (Administration Building, Room 222) within 31 days of appointment date for desired participation. Benefits will become effective the first of the month following submission of required materials. Detailed information on University of Arkansas benefits can be found on the University's website at <http://hr.uark.edu/benefits/>. This offer assumes your authorization to work in the United States.

Faculty members are expected to contribute to the mission of the University through the quality of performance of their assigned duties, and faculty performance is evaluated formally. **[Specify exact nature and extent of assignment and conditions of employment for research positions, non-teaching positions, all-teaching positions, and other special assignment positions.]** In all instances, this offer and the terms and conditions of your employment are subject to all applicable policies of the Board of Trustees of the University of Arkansas and of the institution. Also, this letter and applicable policies of the University contain the entire understanding between us, and there are no agreements, whether written or oral, regarding your employment other than those contained in this letter. Prior to the start of your employment, you will be required to provide an official copy of your final transcript indicating the appropriate degree and the date of graduation.

[Include text appropriate to the School or College and any other special circumstances if desired. The following is illustrative only: *The College of Sciences is seeking to develop and sustain nationally prominent programs with emphasis upon high quality graduate programs and research, scholarly, and creative activity as well as high quality teaching and undergraduate programs. A faculty dedicated to high national standards is essential to this effort.*

[Insert desired wording. The following is illustrative only : *On behalf of the [School or College], I am very happy to extend this offer. We feel that the University of Arkansas, Fayetteville, provides excellent opportunities for professional service, and that you can contribute to the worthwhile advancement of the programs in the College. If you have any questions concerning this offer, please feel free to call or write [Name of chair] or me.*

Your early acceptance of this offer will be appreciated but you may consider this offer open until (DATE). Please indicate your acceptance of this offer by signing and dating below and returning this letter to me. We look forward to working with you.

Sincerely,

(name of dean)

Signed: _____ **Date:** _____

cc: [Name], Chair

Note: Please adapt and add text as desired, but do not omit the core statements in paragraphs 1, 2, and 3 except when a more explicit statement is made.

2/20/2015