

**SAMPLE LETTER OF APPOINTMENT: RESEARCH ASSISTANT,  
ASSOCIATE, OR FULL PROFESSOR**

Dear \_\_\_\_\_:

It is my pleasure to offer you a position as a Research (Assistant, Associate, or Full) Professor in the \_\_\_\_\_ Department at the University of Nebraska-Lincoln. This type of appointment is a non-tenure track position, authorized by Bylaw 4.4.8 of the Bylaws of the Board of Regents of the University of Nebraska. The provisions of Bylaw 4.4.8 (including those with respect to termination and grant funded positions) are incorporated into this letter of appointment, and you are advised to review those provisions prior to acceptance.

The term of your non-tenure track appointment is for \_\_\_\_\_ years, commencing on *Month Day, 20XX* and ending on *Month Day, 20XX*. Renewal of your appointment depends both upon quality of performance and availability of funds.

Your appointment is 100% of a full-time equivalent (1.00 FTE.) [*Use the appropriate FTE for your position*] Your apportionment of duties shall be [*use appropriate apportionment of duties and indicate any specific responsibilities in this paragraph.*]

Your salary for this fiscal year appointment will be \$\_\_\_\_\_, paid in twelve equal monthly payments. You will receive the first monthly payment on or about \_\_\_\_\_. You will be eligible for benefits, as established by the Board of Regents. Annual increases in salary, as recommended by me to the Dean, may be awarded based upon performance of your assigned duties and availability of funding. Information on normal fringe benefits available to faculty can be accessed at the following website:  
[http://www.nebraska.edu/hr/hr\\_benefits.shtml](http://www.nebraska.edu/hr/hr_benefits.shtml). If you have questions about benefits or your eligibility for benefits, please contact the Benefits Office, Room 32, Canfield Administration (phone: 402.472.2600).

Faculty members appointed as Research Assistant, Associate, or Full Professors are not eligible to apply for a Faculty Development Fellowship.

Any acceptance of the offer contained in this letter, is contingent upon your ability to legally engage in the described employment in the United States. If you need assistance in obtaining the appropriate visa classification, please contact me to learn about the University's visa support services. This appointment is subject to all provisions of the Bylaws of the Board of Regents of the University of Nebraska (found on-line at [http://www.nebraska.edu/board/board\\_bylaws.shtml](http://www.nebraska.edu/board/board_bylaws.shtml)), and any amendments that may from time-to-time be duly adopted.

Should you wish to accept the appointment described in this letter, please sign below and secure delivery of the letter of appointment to me no later than

\_\_\_\_\_. After that date, this offer may no longer be in effect.

I am delighted that you will be joining the faculty, and I look forward to working with you. Please do not hesitate to contact me if you have any questions.

Sincerely,

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Ellen Weissinger  
Senior Vice Chancellor for Academic Affairs

Accepted: \_\_\_\_\_  
Faculty Member

Date: \_\_\_\_\_