

SAMPLE OFFER LETTER TO NON-TENURE TRACK CANDIDATES

Date

Candidate
Address

Dear ---,

I am pleased to inform you that I have recommended that you be appointed as a [Lecturer/Visiting Assistant Professor, etc.] in the _____ Department/Program for _____ (year/term/multi-year period). Your salary will be \$ _____. [Optionally, a specification of the courses to be taught or other assignments can be included here.] Your official letter of appointment will be written by the Provost and you should formally respond to him. Meanwhile, I would appreciate receiving a note from you by _____ [date] indicating your intention to accept this position. All prospective UNCG employees must also undergo a criminal records background check. To complete the forms required for this check, please visit http://provost.uncg.edu/Academic/EPA_Personnel/forms/ and select "EPA Background Check Authorization Form". In order to complete your appointment paperwork you will also need to complete two online forms that are also located at this site ("Certification Form" and "Post-Employment Personnel Data Form"). After completing these two forms, please sign them and return them to me in the enclosed envelope. Finally, you should also ask [institution where final degree was granted] to send an official transcript to my attention.

The faculty is pleased that you will be joining us, and we look forward to our many associations.

Sincerely,

Attachments

c: Dean Timothy D. Johnston