**FOR USE WITH SPECIFIC TERM APPOINTMENTS ONLY – VISITING ASSISTANT, ASSOCIATE OR FULL PROFESSOR**

**UNDERLINED PARAGRAPHS MAY BE TAILORED FOR YOUR DEPARTMENT**

YELLOW HIGHLIGHTED SECTION INDICATE THAT SPECIFIC INFORMATION NEEDS TO BE PROVIDED BY THE DEPARTMENT

Dear Dr.:

(INSERT IF APPROPRIATE) The faculty in the Department of (name of department) at the University of Nebraska-Lincoln were very pleased to meet you during your visit on (date of visit). Your seminar was well received, and we were interested in your research program. We feel there are several ways you will be able to contribute to our department and that some excellent research opportunities exist for you here in Nebraska.

We are pleased to offer you a Special Appointment as a Visiting (give appropriate rank for qualifications) of (name of department) at UNL for an appointment term beginning on <date>, 201X and terminating on <date>, 201X, subject to the terms and conditions for Professional Staff employment by Special Appointment as set forth in Chapter III and IV of the Bylaws of the Board of Regents of the University of Nebraska (http://nebraska.edu/board/bylaws-policies-and-rules.html). A Special Appointment is not a tenure leading appointment, and your employment will terminate without further notice from the University on the termination date stated above in this letter of offer. Although future employment by the University after termination of your Special Appointment cannot be presumed in any manner, the University may in the exercise of its sole discretion offer you such future employment, assuming satisfactory performance by you as evaluated by the chair and dean, and approval of any future appointment in accordance with the requirements of Section 3.2 of the Bylaws of the Board of Regents of the University of Nebraska.

The academic year salary for this position is $XX,XXX. This amount is payable in twelve equal monthly installments less withholding taxes required by federal and state law and other payroll deductions. You will receive your first check on or about September 30, 201X. You will be paid a negotiated fee for any assigned work performed beyond the duties concomitant to your appointment.

Your appointment is 1.0 (or fraction) full-time equivalent. [Use the appropriate FTE for your position – must be 0.5FTE or greater to receive benefits.] Your apportionment of duties shall be \_\_\_\_% research/creative activities, \_\_\_\_% teaching, and \_\_\_\_% service. **[Majority of apportionment – preferably 80% or greater must be in research activities]** Your duties will include both undergraduate and graduate teaching assignments as made by the Department Chair or Chair's designate, the development of quality research supportive of the department's graduate program, and other assignments related to your duties as determined by the Chair and/or Dean.

The College and/or the Department will reimburse you for actual expenses incurred in transporting household goods from (city moving from) to Lincoln in an amount not to exceed $X,XXX. If you will be using a commercial moving company, please contact our office prior to making arrangement. The University has contracts established with certain vendors and our purchasing department can assist with the arrangements.

Information on normal fringe benefits available to faculty can be accessed at the following website: <http://www.nebraska.edu/faculty-and-staff/benefits.html>. If you have questions about benefits or your eligibility for benefits, please contact the Benefits Office, Room 32, Canfield Administration, (phone: 402-472-2600).

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.

If you have any questions about this offer please call me at (chair’s phone number). We are looking forward to having you join the department. This letter is sent in duplicate. If the offer is acceptable to you, please sign and return one copy to me by (due date). This offer will no longer be effective after that date.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name), Chair (name), Dean

(name of department) (name of college)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ronnie D. Green

Interim Senior Vice Chancellor for Academic Affairs

Accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of faculty member) Date