

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 her. Meanwhile, I would appreciate receiving a note from you by _____ [date] indicating your intention to accept this position. In order to complete your appointment paperwork you will also need to complete two online forms that are also located at http://provost.uncg.edu/Academic/EPA_Personnel/forms/ and select “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 John Z. Kiss