**FOR USE WITH SPECIAL APPOINTMENTS ONLY –**

**SENIOR RESEARCH ASSOCIATE**

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

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

[Date]

[Name & Address]

Dear Dr.:

It is my pleasure to offer you a position as a Senior Research Associate in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department at the University of Nebraska-Lincoln for an appointment term beginning on <date>, 201X and ending on <date>, 201X. This is a Special Appointment pursuant to Section 4.4.1 of the Bylaws of the Board of Regents of the University of Nebraska (“Bylaws”) and is subject to the terms and conditions for Professional Staff as set forth in Chapter III and IV of the Bylaws (found online at: 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 in accordance with the time stated in this letter of offer. . Such appointments may also be terminated by the University for adequate cause, disability, bona fide discontinuance of the program or department, or extraordinary circumstances because of financial exigencies.

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 September 30, \_\_\_\_\_\_. 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.

Your appointment is 1.0 (or fraction) full-time equivalent.[Use the appropriate FTE for your position]. 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 performance evaluation will be based primarily on your performance in research activities.

The College and 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)

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Donde L. Plowman, Ph.D.

Executive Vice Chancellor and Chief Academic Officer

Accepted:

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

(name of faculty member) Date