**FOR USE WITH CONTINUOUS TERM APPOINTMENTS ONLY**

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

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

GREEN HIGHLIGHT IS OPTIONAL INFORMATION ONLY IF THE OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND ECONOMIC DEVELOPMENT HAS CONTRIBUTED START UP FUNDS

Dear Dr.:

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

As a result, I am pleased to offer you an appointment as (give appropriate rank for qualifications) of (name of department) at UNL for the period August XX, 201X to May XX, 201X. This offer and all its terms and conditions are subject to approval procedures set forth in Section 3.2 of the Bylaws of the Board of Regents. The rights and responsibilities in Section 4.1 and 4.2 of the Bylaws of the Board of Regents apply to all academic appointments. A copy of the Bylaws, the provisions of which are incorporated into this appointment, is available at the University of Nebraska website (http://nebraska.edu/board/bylaws-policies-and-rules.html). ***(Please provide website link to, or statement describing when/how the candidate will receive, college and unit specific bylaws or procedures regarding faculty evaluation and promotion and tenure process and expectations.)***

As per Section 4.4.3 of the Bylaws of the Board of Regents, this is a "Continuous" appointment (with tenure) which is subject to regular annual review. This appointment is terminable only for adequate cause, bona fide discontinuance of a program or department, retirement for age or disability, or extraordinary circumstances because of financial exigencies.

The academic year salary for the 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.

(Use the paragraph below in place of the above paragraph, if the hire is mid-academic year otherwise remove.) The academic year salary for the position is $XX,XXX. This amount is payable in twelve equal monthly installments over the period of September through August less withholding taxes required by federal and state law and other payroll deductions. Since you will start mid-year, you will receive a salary of $XX,XXX for the semester. This single semester salary will be paid out in eight equal monthly installments minus payroll withholding deductions, with your first check delivered on the last working day of January. In subsequent years your academic salary will return to the normal pay schedule described above.

Your full-time appointment (1.0 FTE) shall consist of the following apportionment of your responsibilities: \_\_\_\_\_\_% teaching, \_\_\_\_\_\_% research, \_\_\_\_\_% service, \_\_\_\_\_% extension, and \_\_\_\_\_% administration responsibilities. *(The total percentage of apportionment must equal 100%.)* Your duties will include both undergraduate and graduate teaching assignments as made by the Department Chair or the 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.

We expect that you will work aggressively toward establishing a strong base of external financial support for your research activities. We anticipate that within three years you will have established a funded research program which will provide you with summer salary as well as recovery of a portion of your academic year salary.

(If summer research or teaching is available, indicate in this paragraph).To assist you in initiating your research program at UNL, the College and Department will provide you with up to <number of months> X/9 of your academic year salary during the summer of 201X if you have not yet obtained external research summer support by that time, giving you a total salary of $XX,XXX in your first year at UNL. It is expected that you will remain an employee of the university for at least one additional year after receiving a summer payment. **AND/OR** INSERT HERE PARAGRAPH ON START UP PACKAGE DETAILS AS APPROPRIATE.

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.

As an (title) of (department), you will also be appointed to the University of Nebraska Graduate Faculty. The rights and responsibilities of Graduate Faculty are described in the Governance Document of the University of Nebraska Graduate College, available at http://www.unl.edu/gradstudies/facstaff/GraduateCollegePolicyHandbook2012.pdf.

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

This offer is contingent upon your having employment authorization from the United States Citizen and Immigration Services to assume this position. If you need assistance in obtaining the appropriate visa classification, we will provide it.

If you have any questions about this offer please call me at (chairs 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,

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(name), Chair (name), Dean

(name of department) (name of college)

Steve Goddard signature line required only if VCRED provides startup funds

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Steve Goddard

Interim Vice Chancellor for Research & Economic Development

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Donde L. Plowman, Ph.D.

Executive Vice Chancellor and Chief Academic Officer

Accepted:

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(name of faculty member) Date