**FOR USE WITH SPECIFIC TERM APPOINTMENTS ONLY – TENURE TRACK**

**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 4.4.2 of the Bylaws of the Board of Regents, this is a "Specific Term" appointment which is tenure leading and renewable annually subject to satisfactory progress towards tenure and upon recommendation by the chair, dean, and approval procedures set forth in Section 3.2 of the Bylaws of the Board of Regents. The maximum probationary period before a continuous appointment (tenure) is seven years beginning with the 201X-1X academic year. This means you will undergo a final, major review with respect to tenure no later than your sixth year of service to the University in the 200X-1X academic year. You will not be reappointed beyond the 201X-2X academic year if a continuous appointment is not granted. (If you are granting credit towards tenure this paragraph would be appropriately modified.)

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 ONLY 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 less withholding taxes required by federal and state law and other payroll deductions, with your first check delivered on the last working day of January. In subsequent years, your academic year salary will return to the normal pay schedule described above.

(Use this paragraph ONLY if candidate has not completed his/her dissertation and received their degree)

This offer is contingent upon the successful defense of your dissertation prior to August XX, 201X, as certified by an appropriate agent of your institution. If you have not successfully defended your dissertation prior to August XX, 201X, you will be placed on a special appointment at the rank of instructor for the academic year at an academic year salary of $XX,XXX. A special appointment is tenure-leading and renewal of the appointment is dependent upon your progress towards the degree and the evaluation by your chair. It is expected you will complete the requirements for your degree prior to the beginning of the next academic year. With the completion of your degree and if your evaluations so merit, you will be placed on a specific-term appointment at the beginning of the academic year 201X –XX (next Academic Year) and your salary will be adjusted accordingly. No one can be appointed as an instructor for more than two years.

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 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.

(Insert the paragraph below only if VCRED is providing funds for a startup package)

Your start up package is being supported in part by the Office of Research and Economic Development. As such, you will be required to participate in the Grant Writing Workshop or Institute sponsored by the Office of Research and apply to participate in the Research Development Fellows Program (RDFP) (http://research.unl.edu/research-development-fellows-program/). The RDFP is an initiative to help full time pre-tenured faculty develop and submit competitive grant proposals; the program includes mentoring, learning activities, and expert consultation.

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