September 26, 2022

Candidate’s Name

Delivered via email to candidate’s email address

Candidate’s Name:

On behalf of the Department/College/School of \_\_\_\_\_\_\_\_\_, it is my pleasure to continue your non-tenure-track appointment as (position title) in the field of \_\_\_\_\_\_\_\_\_\_\_. This letter provides information on the specifics of the position and the deadline by which you should accept the continuation. Any issues or concerns you may have with this continuation will need to be resolved before the deadline. We request that you accept this continuation letter via digital signature.

Your appointment as (position title) at \_\_\_ %FTE will continue on (Month Day, Year) through (Month, Day, Year) at an annual salary of $\_\_\_\_\_\_\_\_. This is a (nine/twelve)-month appointment. You will be paid on a monthly basis

**Expectations of the Faculty Appointment**

(Please clearly explain the duties and responsibilities of the faculty member in terms of instruction, research, and/or service. Many NTTF will have responsibilities in only one of these three areas)

Teaching Example: You will be responsible for teaching the following courses for fall semester 202\_: \_\_\_\_\_\_ and \_\_\_\_\_\_.

Teaching & Service Example: Consistent with the mission of the University, you will be responsible for teaching and service. Teaching assignments in our college are made by the department head according to the demands of enrollment and scheduling. Your normal workload will consist of 8 units per academic year, and I anticipate the following allocation for you: 7 teaching units (i.e. sections) and 1 service unit.

Research Example: Your role will be to write grant proposals, conduct research, and disseminate your finding through publications and presentations. Your research assignment will be directly with Dr. \_\_\_\_\_\_\_. By the start of the third year, the expectation would be that you are funded through grants and contracts for 50% or greater of your 9-month salary. By the start of your fourth year, and every year thereafter, you would be funded through grants at an average of 75% for that year and the two previous years. If you want to continue your research role through the summer, you would need to write summer salary into your grants.

Service Example: Service to the department/college/school is expected, and will be assigned by the department head/dean/director.

**Items Being Provided**

(If the unit will provide (or continue) any additional benefits, funding, or services for the faculty member, it is best to include them in the continuation letter.)

Please accept this continuation letter by day of the week, Month Day, Year at \_:\_\_AM/PM. You can accept the continuation letter by emailing a signed copy of the letter to \_\_\_\_\_\_\_\_\_\_. Upon receipt of the accepted continuation letter by our office, your continuation will be complete.

We are pleased to continue working with you. If you have any questions regarding this continuation, please do not hesitate to contact me.

Sincerely, By signing below, I indicate my agreement to the

terms:

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

Supervisor’s Name SIGNATURE DATE

Department Head/Dean/Director

Name of Unit

Supervisor’s Email

Supervisor’s Phone Number(s)