Renewal Template for Term Appointed Faculty

Date tendered:

TITLE & NAME

ADDRESS

Dear TITLE & NAME:

On behalf of the SCHOOL/COLLEGE and DEPARTMENT, we are pleased to offer you a renewal of appointment as RANK (TRACK). The term of your renewal will be for the period of START DATE, through END DATE. Your salary rate per [twelve-month OR University (9-month)] year will remain unchanged except as it may be adjusted under official University salary adjustment policy. This offer carries no presumption of renewal or tenure. The terms of this offer may not be modified or altered by any oral statements or representations. This offer may be modified only in writing, signed by an authorized University official.

**[Use the following paragraph if appropriate.]** Since you are not a citizen of the United States, this renewal is contingent upon your holding and maintaining approved employment authorization by the Bureau of Citizenship and Immigration Services.

You will be responsible to the SUPERVISOR**.** Your duties, subject to periodic review, will continue as in your current assignment.

**[Use the following paragraph if appropriate]** It must be understood that at least a major portion of your salary is being derived from grant/contract funds; that is, your appointment is specifically conditioned on subsidy with WSUCA Sections 2.51.01.110 and 2.51.01.120 applying with full force and effect. Any renewal or extension of assignment is entirely dependent upon your satisfactory performance and upon the continuation of the subsidy. Should the subsidy be terminated or reduced, it must be understood that there is no direct, indirect, or implied commitment by the Department, the School, or Wayne State University to continue your employment (salary and fringe benefits) beyond the cessation of, or reduction in, the subsidy. Under WSUCA Sections 2.51.01.110 and 2.51.01.120, term appointments conditioned on subsidy carry no implication of continuing tenure.

If, as we hope, you find this offer to be satisfactory as presented, please indicate your acceptance with the SmartPath Workflow System for this letter. We suggest that you keep a copy of the document for your records. An offer for which a signed acceptance is not received by DATE shall be rescinded and considered null and void.

Sincerely,

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CHAIR, DEPARTMENT DEAN, SCHOOL/COLLEGE

I accept the terms and conditions of this offer.

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CANDIDATE NAME Date