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. The term of your renewal will be for the period of START DATE through END DATE. Your salary rate per ASSIGNMENT year will remain unchanged except as it may be adjusted under official University salary adjustment policy. This offer carries no presumption of renewal or continuing 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.

**[Use only if appropriate.]** Since you will have accumulated seven years of tenure-track service at the University upon the conclusion of this appointment, it must be understood that this is a terminal appointment which will not be renewed unless you have been granted continuing tenure prior to or are granted continuing tenure concurrent with the effective date of any future renewal.

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

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 An offer for which a signed acceptance is not received by DATE shall be rescinded and considered null and void.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,

CHAIR NAME DEAN NAME

DEPARTMENT DEPARTMENT

I accept the terms and conditions of this offer.

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CANDIDATE NAME Date