Date

(Lecturer’s title, name & address)

Dear title and name:

On behalf of theSCHOOL AND DEPARTMENT, we are pleased to offer you an appointment as Lecturer. This is a non-tenure track appointment. The term of the appointment is to begin on or about CONTRACT BEGIN, and extend through CONTRACT END. Your salary rate will be $ \_\_\_\_\_ per ASSIGNMENT year. [If fractional use the following sentence: Your assignment will be x/y time with the corresponding fractional rate of $\_\_\_\_.] 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 a University official as authorized by University Policy.

You will be responsible to SUPERVISOR. Your duties, subject to periodic review, will include the following:

ADD DUTIES

This offer is contingent upon the completion of a satisfactory background check that is required by University policy for this position, including, but not limited to, a criminal background check. If the University determines that your background check results are unsatisfactory, this offer shall be revoked.

In compliance with the Clery Act, the University publishes its Security and Fire Safety Report annually.  This document is posted on the Wayne State University Police Department website, [www.police.wayne.edu/](http://www.police.wayne.edu/), on the Dean of Students Office website,  [www.doso.wayne.edu/](http://www.doso.wayne.edu/), and on the Office of the General Counsel website, [www.generalcounsel.wayne.edu/](http://www.generalcounsel.wayne.edu/).  The report can be downloaded from any of these three sites, and it provides an overview of Wayne State's public safety resources, policies and procedures.  This report also provides information on how you can prevent crime and increase your safety and security on campus. Please take a few moments to read it carefully.

The position carries a substantial and valuable body of fringe benefits, including a choice of medical insurance programs, employer provided life insurance, optional low-cost life insurance, short-term disability benefits, long-term disability benefits, and a 403(b) and a 457(b) retirement plan.  The University 403(b) retirement plan provides matching contributions for eligible employees (over the age of 26) upon enrollment into the program.  (<https://hr.wayne.edu/tcw/retirement-savings/403b>).   Additional information regarding benefits offered to WSU employees can be found at the WSU Benefits Administration web site at “<https://hr.wayne.edu/current/benefits>.”

Once we receive your acceptance, you will be receiving an email with a link to certain personnel forms (such as Employee Data form, insurance forms, retirement eligibility forms, tax cards, etc.), which will facilitate the timely processing of your appointment and related benefits. This will facilitate the timely processing of your appointment and related benefits. Also, if you have not already provided one, we will need an official copy of the academic transcript, which reflects your highest earned degree; that copy should be mailed directly to us by the institution which conferred the degree. The effective date of your employment will be contingent upon the completion of these pre-employment conditions, as well as your acceptance of the enclosed Employment Agreement.

If, as we hope, you find this offer to be satisfactory as presented, please indicate your acceptance by signing, dating, and returning the original and one copy (enclosed) of this letter, as well as one copy of the Employment Agreement. A second copy of each document is enclosed for your file. An offer for which a signed acceptance is not received within fifteen days of the date tendered is rescinded and becomes null and void.

We look forward to your favorable response, which should be returned directly to CONTACT NAME; an enclosed stamped envelope has been provided for your convenience in returning these documents. We look forward with great pleasure to your joining the University community and to working with you in the future.

Sincerely,

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CHAIR, DEPARTMENT DEAN, SCHOOL/COLLEGE