

## SPECIAL APPOINTMENT (NONtenure track Faculty OR Lecturer)

**SAMPLE FORMAT:** This is a sample for preparing appropriate appointment letters for special appointments: nontenure track faculty members OR lecturers. The **sections in *italics* must be included in each letter**; the other sections are merely examples of the types of other information you may wish to include.

**A copy of your proposed letter should accompany the Request to Offer when it is circulated for approval.**

Appointee's name/address

Dear xxxxxxxx:

*It is with pleasure that we write this letter to offer you a xxx-month [usually nine or twelve], xxxx-time (full-time or part-time) appointment in the Department of xxxxxxxx in the College of xxxxxxxx at North Dakota State University (NDSU) as a [nontenure track faculty at the rank of xxxxxxxx Professor OR lecturer].*

*The appointment is effective xxx, xx, 200x, at an annual salary of \$xx,xxx. If applicable, fringe benefits will be as provided by law and policy. Office space, xxxxxxxx, and xxxxxxxx will be provided. The College of xxxxxxxx will reimburse you for moving expenses from xxxxxxxx to Fargo (current policy allows reimbursement for all receipted moving expenses – see Policy 171.4.4 – but you may choose to limit the amount based on departmental budget considerations). Please note that certain reimbursed moving expenses are taxable income to the employee.*

*You are subject to the rules and policies of the North Dakota State Board of Higher Education and NDSU. (Copies of most of these rules are in the NDSU Policy Manual which is available at <http://www.ndsu.nodak.edu/policy/>.) These policies provide that your performance is subject to an annual review.*

**[For NONTENURE TRACK FACULTY appointments, add the following sentence and ONE of the three options that follow:]**

*Your special appointment does not earn credit toward tenure, and it is limited to a one-year term without any expectation of routine annual renewal.*

*Your special appointment, however, is funded by general fund appropriations from the State of North Dakota, and full-time service will be limited to a maximum of six years.*

OR

*Your special appointment is funded at least partially by other than general fund appropriations from the State of North Dakota and may be renewed annually so long as such funding is available.*

OR

*Your special appointment is part-time and may be renewed annually.*

**[For LECTURERS, add the following:]**

*Your lecturer appointment does not include any of the supplementary responsibilities assumed by faculty members such as conducting research, securing outside funding, serving on University Committees, or otherwise participating in University governance activities. In addition, you will not earn credit toward tenure while serving as lecturer, and there should be no expectation of a routine renewal of this appointment.*

*Your specific responsibilities are determined by the Department of xxxxxxxxxxxx, and are subject to change based on the needs of the Department and/or College. Initially, these responsibilities will be [define teaching load and any other expectations such as advising specifically]. These responsibilities may change as a result of periodic evaluations and goal setting and these changes are incorporated as a part of your appointment with NDSU. (Please use language appropriate to the specific department/college for describing work assignments in this paragraph.)*

*New faculty orientation and faculty development sessions are scheduled for August 13-15, 2007. Please plan to attend. You will receive more detailed information prior to these events.*

In addition, to the information above, you may want to use some of the following. Include **ONLY** those that are relevant for the position being offered to the individual; add any that are appropriate for a particular appointment. Put them in your own format.

The responsibilities of this position also will include, but not limited to, the following:

- Read and abide by all rules and regulations for faculty at North Dakota State University as outlined in the *NDSU Policy Manual*.
- Serve on at least one Department or College Committee.
- Serve as an academic adviser for xxxxxxxxxxxx students as assigned by the College (or Department).
- Whenever possible, attend Departmental and College faculty meetings.
- Participate in any special projects or activities as assigned by the Dean and/or Department Chair.
- Whenever possible, support through your attendance College (or Department) sponsored activities including: faculty functions, student functions, student graduation and hooding ceremonies, and xxxxxxxxxxxx.
- Contribute to a positive work environment through cooperation and collaboration with others by developing and maintaining good working relationships with faculty, staff, employees, and students.
- Participate whenever possible in local, regional, and national professional associations.

*This letter represents our complete agreement and replaces all prior written or oral agreements. If there is any term or provision that you feel should be a part of this contract, you need to have this letter revised so that it is included or it will not be part of your contract [please discuss its inclusion with the department chair before signing and returning this letter as its addition must be agreed to by the University]. The reason for this is to avoid any misunderstanding in the future about what was promised and accepted between us.*

*Please confirm your acceptance of this appointment by signing and dating the agreement, and returning it to xxxxxxxx xxxxxxxx. State law requires faculty and lecturers to sign and file with NDSU the attached oath prior to beginning their duties. Finally, please note that this offer is contingent on proof of eligibility to work in accordance with federal law. A brochure outlining fringe benefits is also included for your information.*

Sincerely,

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I accept the appointment offered above.

Department Chair

Date

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Dean

Date

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Appointee

Date

2/8/05