

SAMPLE OFFER LETTER - LECTURER

DATE

NAME

ADDRESS Line 1

ADDRESS Line 2

Dear XXXXX:

On behalf of the Department of XXXXX, I am pleased to offer you a temporary, non-tenure track appointment as a Lecturer beginning September 1, 2010 through December 31, 2010. In this role, you will teach a lecture section of XXXXX in the Department of XXXXX at Texas A&M University, during the Fall 2010 semester.

For your services during FY2011, you will receive payment of \$XXXX to teach this lecture section, and the payment is subject to satisfactory enrollment in XXXXX. Please be aware that this appointment is for the FY2011 year only, and that teaching needs for the following year that are in excess of the capacity of permanent faculty of the Department have not been determined.

“Employment is contingent on your ability to provide employment eligibility documentation required by federal employment and/or immigration laws. In addition, to help expedite the administrative approval, we request that you visit the following website (<http://dof.tamu.edu/forms>) and submit the Official Transcript Authorization/Degree Verification For New Faculty, Self Identification, Felony Conviction and DPS Computerized Criminal History (CCH) Verification forms to the Dean of Faculties Office as soon as possible (fax: 979-845-1822). This offer will not be approved until the degree verification and criminal background forms are signed and received by the Dean of Faculties, and the approval is contingent upon the successful completion of the degree-verification and background-check processes.”

If you agree to the details of the offer herein, please sign and return this letter at your earliest convenience, but no later than DATE.

Please feel free to contact me if you have any other questions.

Sincerely,

APPROVED:

NAME
Professor and Head
Department of XXXXX

Kate C. Miller, Ph.D.
Dean
College of Geosciences

I accept the terms as outlined in this letter:

NAME

Date