

Letter of Understanding: Temporary Assistant, Associate, or Full Professor

Dear _____:

This letter constitutes notice of the intent to recommend your appointment as _____ (Temporary Assistant, Associate, or Full Professor) in the _____ Department/Program, College of Arts and Sciences at the University of North Dakota under the following terms:

1. Your title will be “_____.”
2. The dates of appointment are _____.
3. Your salary will be \$_____.
4. You will be expected to teach the following courses, at hours available in the Department schedule, and to perform those tasks incumbent upon you as a teacher of _____, e.g. lesson preparation, assessment, counseling of students. The specifics of your appointment will be delineated in your Position Description Form, which will be prepared once the schedule has been finalized.

Semester	Course Number	Title	Number of Sections	Total Credit Hours	%Responsibility

5. Other responsibilities are: _____
6. This appointment is only for the semester(s) indicated but with the possibility of reappointment.
7. This position is not tenure-eligible and does not confer regular faculty status; nor is there a direct promotional path from this position to a tenure-track faculty position.
8. Your assignment and remuneration may be changed depending on enrollments and budget.

If you are willing to accept employment under the terms specified above, please sign the enclosed original and both copies of this letter and return the copies to the _____ Department within two weeks after receipt. Keep the original for your personal records. This letter is the only formal notice of appointment that you will receive.

Yours truly,

I accept the terms of the appointment described above.

Employee Name

Date