**Sample Letter of Re-Appointment for Full-Time Non-Tenure Track Faculty for One Year Renewable (i.e., appointed faculty hired at 50% or more for more than one semester)**

**[Date]**

**[Name**

**Address**

**Address]**

Dear **[Name]**,

**Required Statements and Text Examples**

Upon the recommendation of **[name and title of department head/chair]**, and with the concurrence of **[name]**, Provost and Executive Vice Chancellor for Academic Affairs, I am pleased to offer you a **100 percent** appointment as **[instructor or modifier/rank/title]** in the **[department]** in the **[college/school]** at the University of Arkansas, Fayetteville. This academic appointment is non-tenure track, beginning **[start date]** and ending **[end date not to exceed one year]**, subject to all policies of the University. This appointment is potentially renewable at the discretion of the University, based upon, including but not limited to, the need for the position, contingent on the availability of funding, and your performance within this role. Your compensation will consist of a base pay of **[$\_\_\_\_\_]**, plus fringe benefits, subject to all policies of the University.

The exact nature and extent of your assignment each year will be defined by the **[department chair/head]** with the approval of the dean of the college, and you will receive a letter from the **[department chair/head]** providing details of work assignments, department policies concerning faculty service and evaluation, and any additional matters which apply. Regular, reliable, and non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.

**[If benefits eligibility changes; if not don’t include]:**

The University fringe benefits offered to employees appointed for half-time or greater include (depending upon choice and qualification) group health insurance, group life insurance, group dental insurance, vision insurance, retirement plan options (TIAA or Fidelity Investments), Social Security/Medicare, and short-term and long-term disability insurance. Currently appointed employees changing positions who are already enrolled in fringe benefits should contact the Benefits Office in Human Resources to confirm if benefits will change. Detailed information on University of Arkansas benefits can be found on the University of Arkansas Human Resources website: <https://hr.uark.edu/benefits/index.php>

State and university policies regarding faculty affirm that faculty members are expected to contribute to the teaching, research (including creative or other scholarly activity), service and outreach functions of the university, and faculty performance is evaluated annually in all these areas.

Recommendations for promotion originate in the Department and are reviewed by the college, Provost, President and Board of Trustees, subject to Academic Policy 1405.11 and Board of Trustees Policy 405.1. Faculty performance is evaluated each year within the Department. College policies on faculty service are designed to recognize and reward meritorious service by merit salary raises.

In all instances, this offer is subject to all applicable policies of the Board of Trustees of the University of Arkansas and of the institution, including, but not limited to Board of Trustees Policies 405.1 and 405.4, and University of Arkansas, Fayetteville, Academic Policy Series 1405.1. A number of key policies can be accessed at [link](https://hr.uark.edu/working/new-employees/policies.php). This letter and applicable policies of the university contain the entire understanding between us, and there are no agreements, whether written or oral, regarding your employment other than those contained in this letter.

By accepting this offer, you acknowledge and agree to the policies of the institution, the University of Arkansas System, and the Board of Trustees of the University of Arkansas.  Such policies are subject to change at the discretion of the Board and the institution. This offer is contingent upon the satisfactory completion of any and all required background checks. Determination of satisfactory is at the sole discretion of the University. If applicable, the request to complete background checks will come from HireRight (the university’s third-party background check vendor) and will be sent to the email address that you used to apply.

**[Include text appropriate to the School or College and any other special circumstances if desired. The following is illustrative onl**y]

*The College of Sciences is seeking to develop and sustain nationally prominent programs with emphasis upon high quality graduate programs and research, scholarly, and creative activity as well as high quality teaching and undergraduate programs. A faculty dedicated to high national standards is essential to this effort*.

On behalf of the **[school or college]**, I am very happy to extend this offer. We feel that the University of Arkansas, Fayetteville, provides excellent opportunities for a rewarding professional career, and that you can contribute to the worthwhile advancement of the University as we strive to represent the best of public higher education, advance Arkansas and build a better world by providing transformational opportunities and skills, nurturing creativity, and solving problems through research and discovery. If you have any questions concerning this offer, please feel free to contact **[name of the contact]**.

This offer is open until **[date, no longer than two weeks]**. We look forward to working with you.

Sincerely,

(name of dean)

Signed: Date:

cc: [Name], Provost and Executive Vice Chancellor for Academic Affairs

[Name], Vice Provost for Faculty Affairs

[Name], Chair

07/22/2025