**Sample Letter of Appointment for Lecturers (i.e., non-appointed faculty hired at less than 50% on a semester basis)**

**Academic Policy Series 1405.16C4**

**[Date]**

**[Name**

**Address**

**Address]**

Dear **[Name]**,

**Required statements and Text Examples**

I am pleased to offer you a temporary, non-tenure track, **lecturer** position in the **[college/department /discipline/area]** at the University of Arkansas, Fayetteville, effective (**start** **date) through (end date)**. You will be paid on asemi-monthly basis. Your employment will cease on the date indicated in this letter; no further expiration notice is required. This offer carries no presumption of renewal. Any extension or renewal beyond these dates is at the sole discretion of the University and is subject to evaluation consistent with the policies of the University.

Subject to all other provisions of this letter, your total compensation for the period will be **$ [dollar amount] [for teaching x classes] or** $**[enter credit hour rate]** per credit hour. Based on the needs of the department, in addition to teaching **[list classes],** your work assignment is **[e.g., office hours, student advising].**

Under the terms of University of Arkansas's benefits plan and policies, you will notbe eligible for health insurance or other benefits.

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 1405.11. A number of key policies can be accessed at [link](https://hr.uark.edu/working/new-employees/policies.php). In addition, 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. 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. In addition, this offer is contingent on you providing your CV, an official copy of your transcripts indicating that you have completed all requirements for the **[name of the degree],** and on your completion of the 2-step, Form I-9, Employment Eligibility process demonstrating proof of legal authority to work in the United States with Human Resources within the first three days of employment.

I am very happy to extend this offer. We feel that the University of Arkansas, Fayetteville, provides excellent opportunities for professional service, and that you can contribute to the worthwhile advancement of the University. 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 contact **[name of department chair/head]**.

Your early acceptance of this offer will be appreciated, but you may consider it open until **[add offer expiration date]**. Please indicate your acceptance of this offer by signing and dating below and returning this letter to me. Should you have any questions, please do not hesitate to contact me.

We look forward to working with you!

Sincerely,

**[Name of director, or department chair/head]**

Signed: Date:

**Required Actions:**

1. **Accept the Offer:**  
   Once you accept, you’ll be prompted to enter your personal information and government ID (SSN) in the candidate portal (unless you are a current employee).
2. **Workday Onboarding:**  
   You'll receive an email with instructions to log into Workday where your new hire paperwork, Form I-9, and benefits enrollment will be part of your onboarding tasks.
3. **I-9 Completion:**  
   The I-9 process involves **2 Steps**. First, complete Section 1 of the Form I-9 in Workday. Then, within the first three days of employment, meet with Human Resources to provide the necessary documents to complete Section 2 of the Form I-9, “Employment Eligibility Verification.” Here’s a list of acceptable documents. [*Form I-9 Acceptable Documents*](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uscis.gov%2Fi-9-central%2Fform-i-9-acceptable-documents&data=05%7C02%7Cazajicek%40uark.edu%7Cd509bfbeac32421d690408dced682888%7C79c742c4e61c4fa5be89a3cb566a80d1%7C0%7C0%7C638646278830457120%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=qLy6Ik6Smi%2FVP8U6e%2BVL5VHDKD24uYNjq1khGbGDCTo%3D&reserved=0)

07/22/25