

**Sample Letter of Appointment for Non-Tenure Track Faculty ONLY**  
**Core Statements and Text Examples**

**Option 1: Non-renewable NTT appointments of one year or less**

Dear \_\_\_\_\_:

Upon the recommendation of **[name and title of department head/chair]**, I am pleased to offer you a **[9-month/12-month]**, **[percentage of appointment]** appointed position as **[rank/title]** of **[department/discipline/area]** at the University of Arkansas, Fayetteville. This academic appointment is non-tenure track, beginning **[start date]** and ending **[end date]**. Your employment will cease on the date indicated in this letter of appointment. No further notice of the expiration of your appointment is required. Your compensation during the appointment will consist of a base pay of **[\$\_\_\_\_\_]**, **plus fringe benefits**.

**Option 2: Appointment of One Year or Less with Option for Renewal**

Dear \_\_\_\_\_:

Upon the recommendation of **[name and title of department head/chair]**, I am pleased to offer you a **[9-month/12-month]**, **[percentage of appointment]** appointed position as **[rank/title]** of **[department/discipline/area]** at the University of Arkansas, Fayetteville. This academic appointment is non-tenure track, beginning **[start date]** and ending **[end date]**. This appointment is potentially renewable [for up to **[two]** additional terms] at the discretion of the University, based upon, including but not limited to, the need for the position, availability of funding, and of the quality of your performance in the role], **subject to all policies of the University**. Your compensation will consist of a base pay of **[\$\_\_\_\_\_]**, **plus fringe benefits**.

Faculty members are expected to contribute to the mission of the university through the quality of performance of their assigned duties, and your performance will be subject to annual evaluation consistent with the policies of the campus, the College and the Department. **[Specify exact nature and extent of assignment and conditions of employment for research positions, non-teaching positions, all-teaching positions, and other special assignment positions.]**

**Option 3: Multi-Year, Merit-Based Appointment per guidelines established in APS 1405.11 and APS 1405.111, insert the following language:**

Dear \_\_\_\_\_:

Upon the recommendation of **[name and title of department head/chair]**, and with the approval of the Provost, I am pleased to offer you a **[9-month/12-month]**, **[percentage of appointment]** appointment as **[rank/title]** of **[department/discipline/area]** at the University of Arkansas, Fayetteville. This academic appointment is non-tenure track, beginning **[start date]** and ending **[end date]** **[any initial multi-year appointment generally no more than three years; length may not exceed five years]**, **subject to all policies of the University**. This appointment is potentially renewable at the discretion of the University, including, but not limited to, based upon the need for the position, availability of funding, and the quality of your performance in the role. Your compensation during this appointment will consist of a base pay of **[\$\_\_\_\_\_]**, **plus fringe benefits**.

Faculty members are expected to contribute to the mission of the university through the quality of performance of their assigned duties, and your performance will be subject to annual evaluation consistent with the policies of the campus, the College and the Department. **[Specify specific nature and extent of assignment and conditions of employment for research positions, non-teaching positions, all-teaching positions, and other special assignment positions.]** Any potential reappointment will be at the discretion of the University, and is subject to merit-based procedures adopted by the College and the Department.

- **If an appointment in a professorial rank is contingent upon completion of a terminal degree, insert the following language:**

Prior to the start of your employment, you will be required to provide an official copy of your final transcript, indicating the appropriate degree and the date of graduation. In the event that you do not complete the requirements for **[name the terminal degree if professorial rank]** before the date of appointment, your appointment will be at the non-tenure track rank of instructor at a salary of **[\$ \_\_\_\_\_]**, plus fringe benefits until the beginning of the first fiscal or academic year following such time as the **[college or school]** receives official notification from the institution granting the degree that all requirements have been satisfied.

- **If the appointment is 50% or more, insert:**

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. New employees must enroll with Human Resources (Administration Building, Room 222) within 31 days of appointment date for desired participation. You will be required to provide documentation of dependent eligibility if you will be covering a spouse and/or dependents on University health, dental and vision insurance. Benefits will become effective the first of the month following submission of required enrollment materials. Current appointed employees changing positions who are already enrolled in the fringe benefits should contact the Benefits office in Human Resources to confirm if your benefits will change. Detailed information on University of Arkansas benefits can be found on the University of Arkansas Human Resources website: <http://hr.uark.edu/benefits/default.aspx>.

- **For all options, include the following language:**

**[Include text appropriate to the school or college and any other special circumstances if desired appropriate.] The following is illustrative only, but high expectations should be communicated:**

*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.*

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 and 1405.111. Such policies are subject to change at the discretion of the Board and the institution. This offer is contingent upon the satisfactory completion of a criminal background and sex offender registry check **(if appropriate add: drug screening, financial history check, and motor vehicle record check)**. Determination of

satisfactory standing is at the sole discretion of the University. In addition, this offer assumes that you can provide proof of legal authority to work in the United States on your first day of employment.

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. Prior to the start of your employment, you will be required to provide an official copy of your final transcript for your terminal degree indicating the date of conferral. **[Optional: Your specific work assignment, consistent with the provisions of this letter, and related policies will be provided to you by your department chairperson.]**

**[Insert desired wording.] The following is illustrative only:** *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 professional service, 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, promoting an inclusive and diverse culture, nurturing creativity, and solving problems through research and discovery. If you have any questions concerning this offer, please feel free to call or write [name of chair] or me.*

Please indicate your acceptance of this offer by signing and dating below and returning this letter to me. 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], Chair  
[Name], Vice Provost for Faculty Affairs

**Note: Please adapt and add text as desired, but do not omit the core statements except when a more explicit statement is made.**

5/10/2023  
8/30/2021  
05/11/2020  
7/23/17  
8/26/16  
6/25/13