**Reappointment Letter for Non Tenure Track Faculty Appointment**

Date

Name

Address

City, State, Zip Code:

Dear Name:

I am pleased to inform you that the President has authorized me to offer you a reappointment to the faculty of The University of Texas at El Paso, with the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will be assigned to the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and your duties and schedule will be determined by the Chair of the Department. This appointment is without tenure. All faculty, administrators, and staff are subject to the relevant provisions of the Rules and Regulations of the Board of Regents and the Handbook of Operating Procedures of The University of Texas at El Paso (UTEP) and to applicable state and federal laws.

Your reappointment will be effective for the period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a total salary of $\_\_\_\_\_\_\_\_\_\_\_ for that period. This appointment will be for the indicated period only. A formal offer will be made for any appointment beyond that period. Your service in this position does not count as probationary service for consideration for tenure. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing. The \_\_\_\_\_\_\_\_ academic year at UTEP begins officially on September 1, \_\_\_\_\_\_\_, and ends on May 31, \_\_\_\_\_\_\_, but as you know, in practice faculty members are expected to be available for duty, and to be released from duty, earlier than these formal dates in order to accommodate the actual class schedules.

The faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are enthusiastic about your proposed reappointment. I share that enthusiasm and look forward to having you as a member of our faculty. Please indicate your acceptance or declination of this offer by signing this letter, retain a copy for your files, and return a signed copy to my office by no later than \_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions, please call me.

Sincerely,

Name  
Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

xc: Provost

Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date