**SAMPLE OFFER LETTER TO NON-TENURE TRACK CANDIDATES**

Date

Candidate  
Address

Dear ---,

I am pleased to inform you that I have recommended that you be appointed as a [*Lecturer/Visiting Assistant Professor, etc.*] in the \_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Program for \_\_\_\_\_\_\_\_\_\_\_ [*year/term/multi-year period*]. Your salary will be $\_\_\_\_\_\_\_\_\_\_. [*Optionally, a specification of the courses to be taught or other assignments can be included here.*]

Your official letter of appointment will be written by the Dean and you should formally respond to him. Meanwhile, I would appreciate receiving a note from you by \_\_\_\_\_\_\_\_ [*date*] indicating your intention to accept this position. In order to complete your paperwork you will also need to complete three online forms that are located at <http://provost.uncg.edu/Academic/EPA_Personnel/forms/> (“Certification Form”, “Post-Employment Personnel Data Form” and “Direct Deposit”). After completing these three forms, please print and sign them and return them to the Provost’s office. Finally, you should also ask (specify institution where final degree was granted) to send an official transcript to my attention.

The faculty is pleased that you will be joining us, and we look forward to our many associations.

Sincerely,

cc: Dean John Z. Kiss