



Date

Name
Address

Re: Offer Letter for Nine-Month Lecturer Position in the
Department of _____

Dear _____:

On behalf of the Department of _____, I am pleased to offer you a full-time, [9-month, 12-month] lecturer position, effective _____. The specifics of the offer follow:

- An annual salary of \$_____per month (\$_____per year) for a full-time, nine-month appointment.
- The annual contract renewal is dependent upon positive annual performance reviews and funding availability.

[Insert the following statements as applicable.]

- For faculty members beginning a new 9-month appointment in August, the first year's salary will be divided evenly over 11 months. In subsequent years, the salary will be divided evenly over 12 months.
- The nine-month, non-tenure track, contractual assignment runs from August 16 through May 15 each year.
- An additional summer salary in the amount of \$_____for the first three years of continuous service in this position.

Your lecturer appointment is subject to formal approval by the University administration and the Board of Trustees. Your responsibilities are outlined in the attached Department of Department of _____lecturer position description.

The first year Distribution of Effort (DOE) is anticipated to be _____% teaching, _____% and _____% advising of _____students. The usual teaching assignment is nine credit hours or the equivalent of direct instructional activity per semester.

Please be sure to view benefits information posted at <http://www.uky.edu/HR/benefits/>. You will also need to review enclosed College of Agriculture, Food and Environment Information for Faculty Candidates and the attached Department of _____Statement of Evidences of Activity for Lecturers.

As you are probably aware, the Immigration Reform and Control Act of 1986 requires all employees to be eligible for employment in the United States. This offer is contingent upon your ability to present documents that verify both your identity and employment authorization. Also, new employees of the University of Kentucky are required to have a background check and unsatisfactory results might require the University to withdraw



this offer. Finally, if you have not already done so, I am requesting that you send me an official, original transcript showing your academic work from the institution where you earned your highest degree and an updated curriculum vitae to _____ (department contact). The transcript and the CV are included in the appointment packet that will be submitted to the Provost and Board of Trustees for approval of this appointment.

This offer is made in good faith and anticipation of having you join us at the University of Kentucky on _____. If the terms and conditions are satisfactory, please sign this offer on the signature line and return by _____.

Sincerely,

Chair
Department of _____

I accept this opportunity at the University of Kentucky on the effective date stated and I understand the conditions of my appointment. I have reviewed the Statement of Evidences of Activity for Lecturers, reviewed AR 2:9 related to lecturer title series appointments, and reviewed the college's information on annual performance reviews posted at <http://administration.ca.uky.edu/faculty/evaluations/apr>.

I accept this offer:

_____ Date _____

C: Dean Nancy Cox
Associate Dean Larry Grabau

Attachments: Position Description
Lecturer Statement of Evidences of Activity
College of Agriculture, Food and Environment
Information for Faculty Candidates