



To: New Adjunct

From: Department Chair

Re: Adjunct [RANK] Position

Date:

Pending approval by the University of Kentucky administration, I would like to offer you an appointment of Adjunct [RANK] in the Department of _____. We look forward to the expertise you will bring to [TEACHING, RESEARCH, etc.]. Your start date is _____. This position is renewable every July 1, contingent upon mutual agreement between you and the Department of _____.

Please be aware that this appointment does not come with any funding. For more information about UK's Adjunct Faculty appointments, please see the university's Administrative Regulations: <http://www.uky.edu/regs/files/ar/ar2-8.pdf>.

Please submit an official, original transcript showing your highest degree and a current CV or resume, along with this signed offer letter. Once we have received these materials your appointment packet will be submitted to the Provost's Office.

We look forward to having you join our department as an adjunct faculty member. Please indicate your acceptance of this appointment by signing below.

I accept your offer of appointment as a [RANK] (Adjunct Series) in the Department of _____.

Name

Date