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**ONE SEMESTER NON-TENURE TRACK APPOINTMENTS**    revised 03/13

**These appointments are not intended to be renewed, nor are they intended to lead to a continuing appointment with tenure. They are intended to fill temporary vacancies in the faculty. If an individual is later appointed to a tenure-track position at Syracuse University, the semesters under a full-time non-tenure track appointment at Syracuse University are NOT credited toward tenure. The Department must state the specific duties in the appointment letter to clarify the appointee's full time faculty status (40 hrs/wk). Faculty hired on a semester basis are generally ineligible for University benefits.**

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

**TERMS**

With the concurrence of Dean \_\_\_\_\_ and Vice Chancellor and Provost Eric F. Spina, I am very pleased to offer you a one-semester non-tenure track appointment as [Assistant/Associate] Professor of \_\_\_\_\_ in the \_\_\_\_\_ (school/college) at Syracuse University. This is a full-time position beginning [August/January] \_\_\_\_\_ 20\_\_ (**the first day of class**) and ending [December/May] \_\_\_\_\_, 200\_\_ (**date grades due or commencement**). Compensation will include a salary of \$\_\_\_\_\_ for the [fall/spring] 20\_\_ semester. This appointment is subject to renewal at the discretion of the University.

**(An explanation of this position is not necessary but is often very helpful to clarify the intent of the University.)**

[This appointment is available because a member of the department is on a one-semester leave of absence.] **Or:** [This appointment is offered for one semester only so that the specialty of the person holding the position can be rotated to the advantage of the Department.] **Or:** [This appointment is available because there was insufficient time to conduct a full search following a faculty resignation. You are, of course, free to apply once the search has begun.]

*The Faculty Manual* describes some of the University's policies and procedures and can be referenced at [http://www.syr.edu/academics/office\\_of\\_academic\\_admin/faculty/manual/index.html](http://www.syr.edu/academics/office_of_academic_admin/faculty/manual/index.html) *The Faculty Manual*, subject to change under University policy and as may be amended by the University from time to time, forms part of the terms of your faculty appointment. Details on additional faculty policies and resources may be found at [http://www.syr.edu/academics/office\\_of\\_academic\\_admin/faculty/manual/index.html](http://www.syr.edu/academics/office_of_academic_admin/faculty/manual/index.html) . Syracuse University policies may be found at <http://supolicies.syr.edu>

**DUTIES**

**NOTE: (The appointment letter is a contract. It must state what the individual's duties are and how they are determined, and should reserve the University's right to modify those duties. Insert paragraph giving description of teaching and advising assignment and professional expectations.)**

The [department and/or school/ college] of \_\_\_\_\_ and the University value and reward quality teaching at all levels. For the coming semester, your teaching responsibilities will be those of all full-

time faculty members in the [department/school/college] of \_\_\_\_\_, which currently includes \_\_\_\_\_ courses per semester. Your specific teaching responsibilities for the 20\_\_-20\_\_ (spring/fall) semester will be determined by \_\_\_\_\_ (name.)]

Your colleagues in \_\_\_\_\_ (department/school/college) expect and look forward not only to your teaching contributions, but also to your role as an advisor and, from time to time, as a member of departmental, college, and university committee. Your duties may be adjusted over time by the (department/school/college) as needs evolve.

**I-9 REQUIREMENT (If the appointee has been previously employed by Syracuse University and has had a break in service of more than one year, insert the below paragraph).**

**For U.S. citizens or permanent residents:** [This appointment is necessarily contingent upon your satisfaction of eligibility requirements for employment under the Immigration Reform and Control Act of 1986. Information about these requirements is enclosed.]

**For Foreign National appointments, replace the above paragraph with the following sentence:** [This appointment is contingent upon your obtaining a non-immigrant or immigrant visa from the U.S. Citizenship and Immigration Services, which allows you to be employed by Syracuse University.]

**(If the department has any questions, please contact Christina Percoski, International Employment Specialist at x4690.**

#### **PAYROLL**

You will receive your semester salary in 9 payments (with 2 half payments on [August 31 OR May 15] and 8 full payments on [September 15-December 31 OR January 15-April 30].

Please note that with respect to the payments described in this letter, the University will withhold any taxes required by law.

#### **ACCEPTANCE**

If you accept the appointment, as I hope you will, please sign and return the enclosed copies of this letter, keeping the original for your files. To allow the University to proceed, I will need to have your response by \_\_\_\_\_. **[Insert date approximately 2 weeks from date of appointment letter.]** After you return your signed appointment letter to me, please contact Human Resources at 315-443-4042 for instructions on how to complete the I-9 and parking application.

#### **PERSONALIZATION**

##### **Optional**

**Insert an appropriately personal paragraph at this point, if desired, perhaps along the following lines:**

The City of Syracuse and Syracuse University offer a wide range of cultural and recreational opportunities which may interest you. If you would like the schedule and ticket information for any events such as the Syracuse Opera, the dramatic productions of Syracuse Stage, or Syracuse University sports teams, please let me know. Some season tickets may be purchased in advance, often at a discount.

I look forward to what I hope will be a professionally and personally rewarding association with you at Syracuse University.

**[The signature page must include text from the last paragraph of the letter and include all signatures.]**

Sincerely yours,

[Department Chairperson/Dean]

Enclosures: Information on the Immigration Reform and Control Act of 1986 (**For U.S. Citizens and only if appointee has not been employed during the prior year by Syracuse University.**)

Copied to: Dean or Department Chair  
Office of the Vice Chancellor and Provost  
Christina Percoski, International Employment Specialist (**If the faculty member is a Foreign National.**)

I accept the appointment as described above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_