

**SAMPLE LETTER OF OFFER
SPECIAL APPOINTMENT ACADEMIC/ADMINISTRATIVE**

Date

Name
Address
City, State Zip

Dear _____:

I am pleased to offer you an appointment to the position of _____ at the University of Nebraska-Lincoln effective _____ for a _____ year term.

In the language of the Bylaws of the Board of Regents of the University of Nebraska (Section 4.4.1), your appointment as _____ is a "Special Appointment" for a stated term. This is a fiscal (12 month) **(or other term may be substituted)** appointment at an annual salary of \$_____. This salary consists of a base salary of \$_____ and an administrative stipend of \$_____.

***Other terms or conditions of the appointment may be added at this point.
Examples of such terms or conditions are:***

- 1. Conversion of salary from 9 to 12 month appointment if necessary.***
- 2. Duties and assignments (both administrative and academic).***
- 3. Performance review schedule. ****
- 4. Terms of appointment renewal. ****

**** Please refer to UNL Policy on Review and Reappointment of Academic Administrative Officers.***

I want to express to you my personal appreciation of your willingness to accept this position. Please indicate your acceptance of this offer by signing below and returning the letter to my office.

Sincerely,

Chair

Dean

Vice Chancellor (if needed)

I accept the offer as outlined above.
Date