

UNIVERSITY of WISCONSIN
LA CROSSE

May 19, 2008

Jane Doe
Department of _____
College of _____

Dear Ms. Doe:

On the recommendation of the Chair of the Department of _____ and the Dean of the College of _____, I am pleased to offer you an appointment to the academic staff as Lecturer (D80DNF) in the Department of _____ at the University of Wisconsin-La Crosse. This is a fixed term 100% appointment on an academic year basis beginning August 25, 2008 and ending May 24, 2009. Renewal is not intended. Your unit and operational area is the Department of _____.

Your salary will be communicated to you after the salary determinations are completed. Questions regarding fringe benefits and payroll can be referred to the Office of Human Resources.

Your duties and responsibilities will be assigned by your department chair. There are additional terms and conditions of employment that can be referenced in the Academic Staff Rules of the University of Wisconsin System and the Academic Staff Personnel Policies and Procedures of the University of Wisconsin-La Crosse. Chapter 8 is the Unclassified Staff Code of Ethics, please review the information provided at the HR website: <http://www.uwlax.edu/hr/Asperrulc8.html>. Annually, your work performance will be reviewed and the results will be shared with you.

Congratulations and best wishes upon your appointment.

Sincerely,

Kathleen Enz Finken
Provost and Vice Chancellor for Academic Affairs

In order that the University may complete its employment process, we ask that you confirm your acceptance of this offer of employment by signing both copies of this letter and returning one copy to: **Office of Human Resources, Room 144 GRAFF MAIN HALL**, by June 2, 2008. We can accept a faxed copy (608-785-8525) with your signature, but will ask that you return the original contract to us when you arrive on campus. If you cannot meet this deadline, please call HR (608-785-8013, ask for Joy or Jennifer) or email us (recruit@uwlax.edu) so we can discuss the return of your contract. If HR has not received your letter, a call or email from you by June 9, 2008, we will assume you have chosen not to accept our offer of employment and that we must make other arrangements to meet our staffing needs.

I have read this letter of appointment and accept the terms and conditions of employment stated herein.

Signature of Appointee

Date

UNIVERSITY of WISCONSIN
LA CROSSE

May 19, 2008

Jane Doe

Department of ____
College of ____

Sample Fixed-Term Terminal

Dear Ms. Doe:

On the recommendation of the Chair of the Department of ____ and the Dean of the College of _____, I am pleased to offer you an appointment to the academic staff as Associate Lecturer (D80FNF) in the Department of ____ at the University of Wisconsin-La Crosse. Your appointment will be a 100% fixed term terminal academic year appointment. (*UWS 10.03: Fixed Term appointments shall be for a fixed term to be specified in the letter of appointment, are renewable solely at the option of the employing institution, and carry no expectation of reemployment beyond their stated term, regardless of how many times renewed.*) The 2008-2009 academic year begins on August 25, 2008 and ends on May 24, 2009.

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UNIVERSITY of WISCONSIN
LA CROSSE

May 19, 2008

Jane Doe

Department of ____
College of ____

Sample Fixed-Term Renewable

Dear Ms. Doe:

On the recommendation of the Chair of the Department of ____ and the Dean of the College of _____, I am pleased to offer you an appointment to the academic staff as Lecturer (D80DNF) in the Department of ____ at the University of Wisconsin-La Crosse. Your appointment will be a 100% fixed term renewable academic year appointment. Renewal of this contract is not guaranteed and consideration for renewal will be based on individual performance, programmatic need and funding availability. (*UWS 10.03: Fixed Term appointments shall be for a fixed term to be specified in the letter of appointment, are renewable solely at the option of the employing institution, and carry no expectation of reemployment beyond their stated term, regardless of how many times renewed.*) The 2008-2009 academic year begins on August 25, 2008 and ends on May 24, 2009.