

**DRY FACULTY APPOINTEES
REAPPOINTMENT LETTER TEMPLATE
PER SPG 201.34-2: CLASSIFICATION AND APPOINTMENT OF DRY
FACULTY APPOINTEES**

DATE

NAME
ADDRESS

Dear _____:

I am very pleased to offer you reappointment as [DRY APPOINTEE TITLE] for a X-year term [REAPPOINTMENT TERM PER UNIT POLICY] from [START DATE] to [END DATE.] This position will be without salary (i.e., a dry appointment). Future reappointment in this position is contingent upon a review to determine whether the position continues to meet the needs of [SCHOOL/COLLEGE/UNIT.] Please see [WEB LINK(S) OR ATTACHMENT(S)] for the process for reappointment and promotion [INCLUDE PROMOTION LANGUAGE AND LINK TO PROCESS ONLY IF YOUR UNIT HAS A PROMOTION PROCESS FOR DRY FACULTY APPOINTEES.]

[NAME OF UNIT REP RESPONSIBLE FOR OVERSIGHT OF DRY APPT (DEAN, ASSOCIATE DEAN, CHAIR, SUPERVISOR)], will oversee your appointment and act as your supervisor. Your responsibilities as a [DRY APPOINTEE TITLE] will be [LIST EXPECTATIONS FOR DUTIES/RESPONSIBILITIES OF THE DRY FACULTY APPOINTEE. IN ADDITION, INCLUDE SPECIFIC GUIDANCE ABOUT THE APPOINTEE'S ROLE IN INSTRUCTION, INCLUDING SUPERVISION/INSTRUCTION OF STUDENTS AND TRAINEES AND THE DRY APPOINTEE'S ROLE IN RESEARCH AND/OR SERVICE AS APPLICABLE.]

[SCHOOL/COLLEGE/UNIT] will provide at no cost to you: [LIST ALL RIGHTS AND PRIVILEGES THE DRY APPOINTEE WILL HAVE WITHIN YOUR UNIT AND THE UNIVERSITY. ALSO INCLUDE DATA/INFORMATION ACCESS; PHYSICAL RESOURCES (OFFICE, COMPUTER, LIBRARY ACCESS, ETC.); VOTING/GOVERNANCE ELIGIBILITY.]

[INCLUDE FOR REAPPOINTMENTS WITH A BREAK IN SERVICE ONLY.] This offer is contingent on the successful completion of a background screening. Our vendor will be contacting you directly via email for additional information needed to complete this process. It is critical that you complete this information as soon as possible to expedite your hire process.

This offer is contingent on meeting all employment authorization requirements and applicable immigration regulations before your start date. In addition, your continued employment with the University is contingent on your maintaining valid employment authorization and your ongoing compliance with the applicable immigration regulations.

[INCLUDE THIS PARAGRAPH IF APPLICABLE LISTING ALL CONDITIONS OF APPOINTMENT AND REQUIREMENTS] This offer is also contingent upon successful completion of [RESTRICTED PARTY SCREENING, REQUIRED TRAINING, UNIT-SPECIFIC REQUIREMENTS SUCH AS DRUG TESTING, PROFESSIONAL LICENSURE, ETC.]

If you find this offer acceptable, please sign and send via email to [NAME AND EMAIL] no later than [DATE.]

Sincerely,

APPROPRIATE SIGNATURE BLOCK & SIGNATURE

I accept the offer as outlined above:

NAME

DATE