Reappointment Letter Form-- Lecturer

Date

Name

Address

Dear

It is my pleasure to reappoint you as \_\_\_\_\_\_ *(Lecturer, Senior Lecturer, Principal Lecturer)* in the Department of \_\_\_\_\_\_\_ within the School/College \_\_\_\_\_\_\_\_\_\_\_at the University of New Hampshire effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a \_\_\_\_\_\_ term *(Lecturer – two years for first reappointment and three years for subsequent reappointments; Senior – three to five years; Principal – five years)*, renewable thereafter at the University’s discretion.

In addition to your regular academic year salary and with the endorsement of the department chair and approval of the dean, you may be compensated during the January term and the summer for teaching.

Should your employment not continue for any reason, your benefits will not continue beyond the last day of the month in which your employment ends unless you elect to continue them at your expense under the provisions of the COBRA program or you are reappointed for an additional semester or academic year.

Your responsibilities at the University are outlined below:

Teaching Responsibilities: (Indicate # of units)

Service: (Indicate # of units)

The department chair of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, subject to my approval, will determine your workload and will be responsible for evaluating your performance. Annual written reviews are prepared by the department chair.

Your appointment will be governed by the terms and conditions of the Collective Bargaining Agreement between UNH and the UNH Lectures United – AAUP Chapter. The remaining terms and conditions of your employment will be governed by applicable University System and UNH policies (see [www.usnh.edu/olpm](http://www.usnh.edu/olpm)). You will soon be contacted by the UNH Lecturers United Chapter of the American Association of University Professors about becoming a member.

If you wish to accept this offer, please endorse this letter and return it to \_\_\_\_\_\_\_\_\_ before \_\_\_\_\_\_\_\_\_\_. Please call at any time if you have further questions.

Sincerely,

Dean

I hereby accept this appointment and agree to abide and be bound by each of the terms and conditions set forth above.

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

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

CC: \_\_\_\_, Dept. Chair

 \_\_\_\_, HR Partner

 \_\_\_\_, Finance Director

Updated 10/2023