

LETTER OF APPOINTMENT

Dear _____
(Legal Name)

Date _____

Address _____

RE: Non-Tenure Track Lecturer

1. **Type of appointment:** _____

(Title – Lecturer – Step)

2. **Duration:** _____ to _____

3. **Responsibilities:** You agree to teach the following course(s)/ workshop(s)/unit(s) assignments:

These course/workshop/unit assignments must be approved by the Dean of the School in which they are taught and the Academic Vice President whose approvals are indicated by their signatures below.

4. **Salary:** You will be paid the sum of \$ _____, to be paid in _____ () semi-monthly installments of \$ _____. commencing on _____ and ending on _____.

5. **Advancement:** In the event that you are offered another non-tenure track appointment by Saint Mary’s, you may be advanced to _____ upon the completion of this contract and the completion of _____ additional courses/ workshops.

Dean

Academic Vice President

Date

Date