Instructions:

(1) Attach the completed draft letter to the Request to Make an Offer form, and then after the verbal offer is accepted, (2) email an electronic copy of letter in Word to Lori Hudspeth at lorih@uca.edu and Laura Young at lyoung@uca.edu. The letter will be mailed by the Provost’s office.

 Date

Name and Address

Dear \_\_\_\_\_\_\_\_\_\_\_,

I am pleased to offer you a position in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the following terms:

1. The position is a one-year, non-tenure track Visiting Assistant Professor for the 2014-15 academic year. Your employment will begin with an effective date of August 16, 2014 and will end on May 15, 2015.
2. Your nine-month salary for the academic year will be $\_\_\_\_\_\_\_\_.
3. An official transcript showing your \_\_\_\_ degree must be received before August 1, 2014.
4. The UCA Faculty Handbook limits the total term for a visiting faculty member to three years of continuous, full-time service. This position, therefore, has the possibility of renewal for up to two additional years. [*If appropriate, add the following sentence:* However, it is our expectation that this position will not be renewed beyond this one-year appointment.]
5. You are eligible for the benefits package provided to full-time employees at UCA. Please see the Human Resources site at [www.uca.edu](http://www.uca.edu) for further information.
6. Please know that I am required to state that this offer is subject to the final approval of the President and Board of Trustees; however, I anticipate no problems in finalizing your employment and expect that we will be prepared for you to begin work on August 15, 2014.
7. [*For non-US citizens only --* This position is contingent upon your ability to hold employment in the United States. Documentation will be required as evidence. At the appropriate time and upon mutual agreement between both UCA and you, UCA will initiate the application process for a green card.]

If you agree to these terms, I ask that you sign and return this agreement within five business days of receipt of this letter.

Sincerely,

Steven W. Runge, Ph.D.

Executive Vice President and Provost

I agree to accept this position under the terms detailed in the preceding paragraphs.

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

[Name of Candidate]