DATE

Dr.

Street

City, State Zip

Dear Dr. .:

The University of Denver is pleased to offer you an appointment as a Visiting Teaching Assistant Professor, non-tenure track, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, effective September 1, 2020, at a salary of $\_\_\_\_\_\_\_\_ for the academic year 2020-2021 (fall, winter and spring terms).

This appointment is for one academic year and is governed by the University’s “Policies and Procedures Relating to Faculty Appointments, Promotions, and Tenure.”

If there is reason for early termination of this contract, not due to cause, you will be given a minimum of a 30-day notice. If the you have begun to teach courses in any one term and enrollment drops to a level where your assigned course(s) are cancelled, you will be reassigned to other work, either teaching, research, or service, to have the opportunity to finish employment at the end of the term.

A valuable component of the compensation for this position is the University of Denver's Benefits Package. Details regarding this package are available at <https://www.du.edu/human-resources/benefits/index.html>.

This website includes detailed information on our health, dental, disability, and life insurance plans, flexible spending accounts, tuition waiver benefits, tax-sheltered retirement plans, and other benefits. If you would like to contact our Benefits Office send an email to [Benefits@du.edu](mailto:Benefits@du.edu).

This offer is contingent upon your being a US citizen or permanent resident or having lawful authorization to work in the US. This offer could be withdrawn or the date of the appointment will be changed if you are not authorized to work at the University of Denver by the beginning date above. If you are not a US citizen or permanent resident and need assistance with obtaining permission to work at the University of Denver, please contact Laura Buhs, International Scholar Advisor, at 303-871-7861 or [lbuhs@du.edu](mailto:lbuhs@du.edu).

We very much hope that you will accept this opportunity to join the faculty at the University of Denver. The faculty at DU is a committed group of scholars and teachers. We join them in warmly welcoming you as a colleague and valued member of our academic community.

We would like to ask that you respond to this offer no later than \_\_\_\_\_\_. You should do so by signing and returning the appended copy of this letter.

Sincerely yours,

Mary Clark XXXXXXXXXX

Interim Provost & Executive Vice Chancellor Dean

cc: Provost’s Office

Human Resources

Department