



Letters of Reappointment for Faculty Members in Non-Tenure Acquiring Roles

Presently, we do not have an institutional requirement to provide full-time faculty members in non-tenure-acquiring roles who **do not** hold continuing appointment with letters concerning their annual reappointments. Right now, [per OP 32.17 \(section 4, specifically\)](#) renewal of these faculty members’ contracts is documented only through the ePAF process.

In the interest of providing more uniform support for our non-tenure-acquiring, full-time faculty members who do not hold continuing appointment, the Provost’s office recommends the annual provision of a letter of renewed appointment. Below, you will find a basic template for such a letter, graciously provided by the College of Media & Communication. This letter can be tailored to the needs and specifications of individual units, but the basic structure should remain unchanged. This is not intended to replace an original offer letter; this template is for notification of annual reappointment **prior** to the awarding of continuing appointment.

Beginning with FY 23, we will implement a required distribution of letters of reappointment no later than June 15, annually. This allows colleges to complete their budgeting processes prior to making final decisions about reappointments and allows faculty members receiving these letters to confidently plan for the upcoming year.

College or Unit Logo Here

Date Here

Dear _____:

I am extremely pleased to extend your appointment through the INSERT YEAR HERE academic year as a(n) INSERT POSITION TITLE HERE in the INSERT COLLEGE NAME HERE, Department/School/Area of INSERT UNIT NAME HERE. The renewal is effective September 1, INSERT YEAR HERE at 100% FTE with a nine-month academic salary of \$ INSERT SALARY HERE. Please see your initial college offer letter for the terms and conditions of your appointment.

Your appointment remains annually renewable based on annual performance reviews and evaluations, with the possibility of review for continuing appointment after completing six consecutive years of full-time work.

Your appointment includes all rights reserved for our college’s faculty. You will participate in all decisions afforded faculty members regarding faculty governance, with the exception of voting on decisions related to tenure, promotion, and continuing appointment. Again, congratulations and I look forward to working together in the year to come.

Sincerely,

CHAIR/DIRECTOR/AREA COORDINATOR NAME HERE
TITLE/UNIT/COLLEGE
Texas Tech University

Faculty member signature

Date

CHAIR/DIRECTOR/AREA COORDINATOR Initials ____