**Offer Letter for Non-Tenure Track Faculty Appointment - Unpaid**

(please remove the above title and place this letter on your electronic letterhead)

**Date**

**Name**

**Address**

**City, State, Zip Code**

Via email: **Email Address**

Dear **Name**:

I am pleased to offer you an appointment at The University of Texas at Arlington (UTA), as **Title.** You will be assigned to the Department of **Department Name** and your duties and schedule will be determined by the Chair of the Department.

All faculty, administrators, and staff are subject to the relevant provisions of the [Rules and Regulations of the Board of Regents](https://www.utsystem.edu/offices/board-of-regents/regents-rules-and-regulations) and the [Handbook of Operating Procedures](https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.main) of The University of Texas at Arlington and to applicable state and federal laws.

Your appointment will be effective from **Start Date** through **End Date**.  This appointment is without pay or tenure and for the indicated period only. Should you be renewed for this position, a renewal appointment letter will be issued to you.

(OPTIONAL LANGUAGE: Your job duties will include **Job Duties.**)

Upon submitting this signed offer letter, you will be directed to complete your new employee paperwork. Your new employee paperwork must be completed prior to your hire date. The position you are being offered is non-benefits eligible.

If you are a foreign national in need of US work authorization this offer is contingent upon your ability to satisfy all immigration requirements, US travel regulations, and University policies especially those regarding travel and entering the country. If external circumstances limit your ability to meet all these requirements the University of Texas at Arlington reserves the right to delay or withdraw this offer.

This offer is also contingent upon satisfactory completion of all pre-employment screening requirements, which includes a criminal background check, and receipt of your terminal degree to meet certification necessary for accreditation.

The faculty of the Department of **Department Name** are enthusiastic about your proposed appointment. I share that enthusiasm and look forward to having you as a member of our faculty. Please indicate your acceptance or declination of this offer by signing in the space indicated below and returning via email to **Name** at **Email Address** on or before **Date** so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

**Name of Dean or Department Chair**  
**Dean** or **Department Chair**, **College or School**

xc: **Dean** or **Department Chair**, **College or School**

Academic Personnel Office ([academicpersonnel@uta.edu](mailto:academicpersonnel@uta.edu))

(INSERT ITEMS BELOW AS APPLICABLE)

Katherine Jones, International Employment Coordinator (only if international)

I accept this offer of appointment.

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**Candidate Name** Date

I decline this offer of appointment.

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**Candidate Name**  Date