**Renewal Letter for Non-Tenure Track Faculty-Unpaid**

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

**Date**

**Name**

**Address**

**City, State, Zip Code**

Via email: **Email Address**

Dear **Name**:

This letter serves as formal notice of renewal of your appointment as **Title** in the Department of **Department Name.** Your duties and schedule will continue to 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.**)

The faculty of the Department of **Department Name** are enthusiastic about your renewed appointment. 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: Academic Personnel Office ([academicpersonnel@uta.edu](mailto:academicpersonnel@uta.edu))

I accept this renewal of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Candidate Name** Date

I decline this renewal of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Candidate Name**  Date