**SAMPLE NTT REAPPOINTMENT LETTER**

***Please note:***

* ***Non-grant funded NTT faculty shall have reappointments of one to seven years duration with appointment terms that are at least equal to or greater than the immediately preceding term of appointment, unless mutually agreed upon by the chair and the faculty member.***
* ***Grant-funded NTT faculty shall have appointments of six months to five years duration.***
* ***Upon promotion to the rank of Associate Professor or Professor, non-grant funded NTT faculty will receive a term equal to the term held immediately prior to the promotion to Associate Professor or Professor, but in no case shall such appointment upon promotion be less than three years.***
* ***Upon promotion to the rank of Distinguished Professor, non-grant funded NTT faculty will receive a term equal to the term held immediately prior to the term of promotion, but in no case shall such appointment upon promotion be less than four years.***

I am pleased to reappoint you as a(n) [*Insert Title*] in the Department of [*Insert department*], at the [*Insert Unit/School*], for a term of [*Insert six months; one, two, three, four, five, six, or seven years*] effective [*Insert begin date*] through [*Insert end date*. This is a(n) [*Insert academic year or calendar year*] appointment with an annual salary of [$*Insert salary*].

This is a non-tenure track appointment and is renewable contingent upon successful reappointment. Reappointment is subject to a continuing need for the position, availability of funding, and a positive formal evaluation. Your reappointment evaluation will take place no later than [*Insert four, seven or twelve]* months prior to the expiration of this contract. The evaluation criteria for reappointment and/or promotion in this position are [*Insert evaluation criteria*]. The evaluation criteria can also be found at [*Insert applicable URL link*]. [*If grant-funded, insert: This is a grant-funded appointment contingent upon the availability of funds to support it*]. [*If on a visa, insert: This appointment is also contingent upon the appropriate visa status*].

Your responsibilities will include the following [*Insert job responsibilities*] and other duties as assigned. These responsibilities may be amended upon written notification to you.

As part of your employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement, please refer to <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

The contractual terms of this appointment are specified on the enclosed Faculty Employment Agreement (UPF-5). Please sign and date the original and return it to [*Insert a specific person or office]* at the following address [*Insert address*]. A copy of the contractual form is enclosed for your records.

Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning it to [*Insert a specific individual in the department*] on or before [*Insert date*]. A copy of this letter is enclosed for your records.

On behalf of the [*Insert Unit/School*], please accept our appreciation for your contributions to the Department of [*Insert department name*] and to the University. We look forward to continuing to work with you.

Sincerely,

Dean [*Insert Name*]

I accept this offer:

Signature Date

c: AAUP-AFT

Attachments: UPF-5