Date

«First\_Name» «Middle\_In» «Last\_Name», «Degree»

«Title»

«Department»

Dear «Prefix». «Last\_Name»,

This is to inform you that you have been reappointed to the faculty of the Augusta University as (enter Title), (enter Department Name) for the (enter year) Fiscal Year (enter date range) with an FTE of (enter FTE). You will be paid $(enter hourly rate)/hr for this part-time appointment, effective (enter reappointment date).

This appointment is expressly subject to and conditioned upon the provisions of Section 8.3.9.3 of the Policies of the Board of Regents and continued funding. This letter is not a contract for employment for a specified period of time. All faculty holding less than a 1.0 FTE serve at the pleasure of the President or the administrative officer to whom they report.

Notwithstanding any other provision of this appointment, for Fiscal Year (enter Fiscal Year), the Board of Regents has authorized the president to implement a mandatory furlough program. If such a program is implemented at Augusta University, you will be required to have your salary reduced by not more than 16 days. In the event it becomes necessary for the president to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor.

This letter need not be acknowledged.

Sincerely,

Name of Authorized Representative (Dean)

Title of Authorized Representative

c: Dean, «CollegeUnit»

 Chair, «Department»

 Faculty Support Services, Division of Human Resources