

**APPENDIX N-1**  
**UNIFORM LETTER OF APPOINTMENT:**  
**TENURE TRACK FACULTY**

Dear \_\_\_\_\_:

I am pleased to offer you (**\*subject to the approval of the Board of Trustees**), the position of full-time \_\_\_\_\_ in the \_\_\_\_\_ Department at an annual salary of \$ \_\_\_\_\_ effective \_\_\_\_\_. Your work year will run from \_\_\_\_\_ through \_\_\_\_\_. Your pay year will run from \_\_\_\_\_ through \_\_\_\_\_.

**[Special conditions, if any (e.g., this appointment is contingent upon completion of degree).]**

**[\*This offer of appointment is contingent upon satisfaction of any requirements imposed under Federal laws governing immigration and naturalization.]**

This is a “tenure track” position and is governed, as are all conditions of employment, by a collective bargaining agreement between the Board of Higher Education and the Massachusetts State College Association (MSCA/MTA). One such condition is a requirement that all members of the bargaining unit pay dues to the Association or, in lieu of dues, an agency service fee. A copy of the collective bargaining agreement may be obtained in the MSCA/MTA office on campus.

If this offer of employment is acceptable to you, please sign, date, and return one copy of this letter to the Academic Affairs Office, \_\_\_\_\_, within five days. Please note that it is important for you to visit the Personnel Office on or before your first day of employment for the completion of several forms which will activate the payroll process.

All of us at \_\_\_\_\_ look forward to working with you.

Sincerely,

Vice President  
Academic Affairs

I accept the offer of employment specified above and I understand and agree to the conditions mentioned.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

[\*if applicable]

APPENDIX N-2

UNIFORM LETTER OF APPOINTMENT:  
TEMPORARY FULL-TIME FACULTY

Dear \_\_\_\_\_:

I am pleased to offer you (**\*subject to the approval of the Board of Trustees**), the position of temporary full-time \_\_\_\_\_ in the \_\_\_\_\_ Department at an annual salary of \$ \_\_\_\_\_. Your employment period will run from \_\_\_\_\_ through \_\_\_\_\_. As a full-time faculty member, you are governed in the conditions of your employment by the collective bargaining agreement between the Board of Higher Education and the Massachusetts State College Association (MSCA/MTA). One such condition is a requirement that all members of the bargaining unit pay dues to the Association or, in lieu of dues, an agency service fee. A copy of the collective bargaining agreement may be obtained in the MSCA/MTA office on campus.

**[Special conditions, if any (e.g., this appointment is contingent upon completion of degree).]**

**[\*This offer of appointment is contingent upon satisfaction of any requirements imposed under Federal laws governing immigration and naturalization.]**

This letter serves to let you know that this temporary appointment is of a limited duration to meet a special need in your department. The term of your appointment will conclude automatically on the date specified above, and this letter will serve as the only notice you will receive concerning the nature of your appointment. In the event any person serves for four consecutive semesters as a temporary full-time member of the faculty, no further full-time temporary appointment-- can be granted for one full academic semester thereafter.

If this offer of employment is acceptable to you, please sign, date, and return one copy of this letter to the Academic Affairs Office, \_\_\_\_\_, within five days. Please note that it is important for you to visit the Personnel Office on or before your first day of employment for the completion of several forms which will activate the payroll process.

All of us at \_\_\_\_\_ look forward to working with you.

Sincerely,

Vice President  
Academic Affairs

I fully understand the temporary nature of this appointment and accept this notice of the date of its termination.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

[\*if applicable]

**APPENDIX N-3**  
**UNIFORM LETTER OF APPOINTMENT:**  
**FULL-TIME LIBRARIAN**

Dear \_\_\_\_\_:

I am pleased to offer you (**\*subject to the approval of the Board of Trustees**), the position of full-time \_\_\_\_\_ in the Library at an annual salary of \$\_\_\_\_\_. Your work year will run from September 1, \_\_\_\_\_, through August 31, \_\_\_\_\_. Your pay year will run from \_\_\_\_\_ through \_\_\_\_\_.

**[Special conditions, if any (e.g., this appointment is contingent upon completion of degree).]**

**[\*This offer of appointment is contingent upon satisfaction of any requirements imposed under Federal laws governing immigration and naturalization.]**

This is a “tenure-track” position and is governed, as are all conditions of employment, by a collective bargaining agreement between the Board of Higher Education and the Massachusetts State College Association (MSCA/MTA). One such condition is a requirement that all member of the bargaining unit pay dues to the Association or, in lieu of dues, an agency service fee. A copy of the Agreement may be obtained in the MSCA/MTA office on campus.

If this offer of employment is acceptable to you, please sign, date, and return one copy of this letter to the Academic Affairs Office, \_\_\_\_\_, within five days. Please note that it is important for you to visit the Personnel Office on or before your first day of employment for the completion of several forms which will activate the payroll process.

All of us at \_\_\_\_\_ look forward to working with you.

Sincerely,

Vice President  
Academic Affairs

I accept the offer of employment specified above and I understand and agree to the conditions mentioned.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

[\*if applicable]

**APPENDIX N-4**

**UNIFORM LETTER OF APPOINTMENT:**  
**TEMPORARY FULL-TIME LIBRARIAN**

Dear \_\_\_\_\_:

I am pleased to offer you (**\*subject to the approval of the Board of Trustees**), the position of temporary full-time \_\_\_\_\_ in the Library at an annual salary of \$\_\_\_\_\_. Your employment period will run from \_\_\_\_\_ through \_\_\_\_\_. As a full-time librarian, you are governed in the conditions of your employment by the collective bargaining agreement between the Board of Higher Education and the Massachusetts State College Association (MSCA/MTA). One such condition is a requirement that all members of the bargaining unit pay dues to the Association or, in lieu of dues, an agency service fee. A copy of the collective bargaining agreement may be obtained in the MSCA/MTA office on campus.

**[Special conditions, if any (e.g., this appointment is contingent upon completion of degree).]**

**[\*This offer of appointment is contingent upon satisfaction of any requirements imposed under Federal laws governing immigration and naturalization.]**

This letter serves to let you know that this temporary appointment is of a limited duration to meet a special need in the Library. The term of your appointment will conclude automatically on the date specified above, and this letter will serve as the only notice you will receive concerning the nature of your appointment. In the event any person serves for two consecutive calendar years as a temporary full-time librarian, no further full-time temporary appointment-- can be granted for one hundred twenty (120) calendar days thereafter.

If this offer of employment is acceptable to you, please sign, date, and return one copy of this letter to the Academic Affairs Office, \_\_\_\_\_, within five days. Please note that it is important for you to visit the Personnel Office on or before your first day of employment for the completion of several forms which will activate the payroll process.

All of us at \_\_\_\_\_ look forward to working with you.

Sincerely,

Vice President  
Academic Affairs

I fully understand the temporary nature of this appointment and accept this notice of the date of its termination.

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Date

[\*if applicable]

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Signature