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.

Although we do not anticipate any furloughs at this time, we are compelled to notify you notwithstanding any other provision of this appointment, if the Board of Regents implements a mandatory furlough program, Augusta University would be obligated to comply and you would be subject to it like any other faculty member.

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