

Semester \_\_\_\_\_

## APPOINTMENT LETTER

Date:

Name:

Address:

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

I am pleased to recommend you for \_\_\_\_\_

in the \_\_\_\_\_, with the following conditions of employment:

Title: \_\_\_\_\_

Position No. \_\_\_\_\_

Period of Employment \_\_\_\_\_

Annual Salary \_\_\_\_\_

Full Year Appointment: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> 7<sup>th</sup>

Full Year Appointment (Lecturer/Lecturer Doc Sched, CLT): 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup>

HEO Series Only: 1<sup>st</sup> Full Yr. 1<sup>st</sup> Reappt 2<sup>nd</sup> Reappt 3<sup>rd</sup> Reappt 4<sup>th</sup> Reappt 5<sup>th</sup> Reappt

This offer of employment is conditional upon satisfactory completion of all verifications, including but not limited to confirmation of academic and professional credentials, necessary employment and background checks, fiscal ability and approval by the CUNY Board of Trustees. There is no presumption of employment beyond the period indicated. The other terms and conditions of employment are those in the By-laws of the City University of New York, the collective bargaining agreement existing in the University and the rules and policies promulgated under and consistent with such By-laws and agreements.

Please sign this letter to signify your acceptance.

We look forward to having you with us.

Sincerely,

\_\_\_\_\_  
Chairperson/ Dept. Head

\_\_\_\_\_  
Dean

\_\_\_\_\_  
President/ Provost

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Appointee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last 4 of SSN.

Comments

Cc: Budget  
Payroll  
Benefits  
Region  
Department  
Appointee  
Time & Leave