**Tenured 9-mos with interim/temp pay (processed in Banner as a Special Rate)**

(Supersedes contract dated 00/00/0000)

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

<DATE>

Banner ID# V

<NAME>

<ADDRESS>

<ADDRESS>

Dear <NAME>:

I am very pleased to continue your tenured faculty appointment at Virginia Commonwealth University effective <DATE>. This appointment is a full-time position as a(n) <RANK> in the <DEPT>, <SCHOOL OR UNIT>. Your salary for this position will be based on an annual salary of $<SALARY>. >. In addition, you will be paid a salary supplement based on an annual amount of $<\_\_\_> for additional instructional duties as the <TITLE> from <DATE> through <DATE>. When these additional duties end, the supplement will end and your salary will be reduced accordingly.

The terms and conditions of your appointment are set forth in the enclosed***Virginia Commonwealth University Terms and Conditions of Employment****.* If applicable, you will receive a salary notification regarding any subsequent changes.

If you have any concerns or questions about your appointment, please contact <NAME OF CONTACT PERSON>, <TITLE OF CONTACT PERSON>, <SCHOOL or UNIT>. If this appointment is acceptable to you, please sign and return this Appointment Contract to me at [\_\_\_\_\_\_\_\_\_@vcu.edu](mailto:_________@vcu.edu) (or to me using the enclosed envelope). We look forward to hearing back from you within ten (10) days of your receiving this appointment contract.

I hope that your association with Virginia Commonwealth University continues to be pleasant and rewarding.

Cordially,

DEAN’S NAME

Dean, <SCHOOL OR UNIT>

Enclosures

By signing below, I agree to the terms and conditions of this contract, acknowledge I have read the attached *Terms and Conditions of Employment*, and hereby accept this appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ This offer is not valid unless signed.

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date