Sample Educational Leave for Term

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

<DATE>

Banner ID# V

<NAME>

<ADDRESS>

<ADDRESS>

Dear <NAME>:

I am very pleased to offer you a term faculty appointment at Virginia Commonwealth University for the period beginning August 10, 202\_\_ through May 15, 202\_. This appointment is a nontenured, full-time position as a(n) <TITLE>, with faculty rank of <RANK>, in the <DEPT>, <SCHOOL OR UNIT>. You are granted an educational leave with <full pay, half pay, or partial pay> for the Fall <YEAR> semester beginning August 10, <YEAR> through December 31, <YEAR> or the Spring <YEAR> semester beginning January 1, <YEAR> through May 15, <YEAR>. Your salary for this position during the leave will be based on an annual salary of $<SALARY>.

The appointment is only for the period indicated above. Any reappointment will depend on both your continued satisfactory service and the availability of appropriate funding.

The terms and conditions of your appointment are set forth in the enclosed***Virginia Commonwealth University* *Terms and Conditions of Employment****.*

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 is 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