**ONLY FOR MULTI-YEAR APPOINTMENT TO TITLES OF LECTURER OR SENIOR LECTURER**

Name and Address: Date:

MEMORANDUM OF APPOINTMENT, 20\_\_ - 20\_\_ Fiscal Year

The Board of Regents of The University of Texas System has authorized your appointment to the following position at The University of Texas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

|  |  |  |
| --- | --- | --- |
| **Academic Title** | **Department** | **Tenure Status** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Period of Appointment** | **Percent Time** | **Budget Period** | **Salary** |
|  |  |  |  |

This appointment is subject to The University of Texas System Regents’ *Rules and Regulations*, U. T. System policies, the rules and regulations of the University, and applicable state and federal laws. The salary is the gross salary for the indicated budget period only and is subject to deductions required by state and federal law and, if permitted by law, other deductions that you authorize.

Your appointment will terminate without prior notice at the end of the stated period of appointment. Appointment for an additional period is at the discretion of the University.

Please indicate acceptance of this appointment by signing and dating the attached copy of this Memorandum in the space indicated below and return it to the Office of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by September \_\_\_\_\_\_\_\_\_\_\_, 20 \_\_\_\_, in order that your name may be placed on the payroll for the next fiscal year.

A revised Memorandum will be sent if there is a change in your status during the indicated budget period.

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

President

I accept this appointment Date: \_\_\_\_\_\_\_\_\_\_

**\*NOTE: Multi-year appointments as Lecturer or Senior Lecturer may be made for up to 3 academic years.**

Last Update: May 1, 2013

(Academic Affairs Form 4B)