

Date

Dear XXXXX/Faculty:

I am pleased to offer you a continuing full time, two-year appointment as Assistant Professor in the English Language Institute within the College of Education and Public Policy at the University of Delaware, effective June 1, 2010. Your eleven-month fiscal year salary will be paid over 12 months. Renewal of the continuing full time position for a second two-year contract is contingent on availability of funding, department course needs, and performance. Should your contract be renewed a third time, you will be subject a full peer review during your sixth year of employment, with a three year contract and significant salary increase resulting from a successful review.

Your responsibilities as a member of the faculty of the English Language Institute in the College will be consistent with the established workload policy for faculty. In accordance with the approved ELI workload policy, instructors generally teach two courses per ELI session for 5.5 sessions a year, in addition to the administrative, supervisory, advisory, and curricular responsibilities associated with the faculty position. However, your individual workload is assigned by the Director on an annual basis in accordance with ELI workload policy. You will be expected to participate fully in the life of the Institute and University by service on committees and by your accessibility to students and colleagues. A copy of the Department workload policy is enclosed for your reference. As a non-tenure-track faculty member, you will receive all of the benefits available to the University's faculty.

Having outlined these terms of employment in necessarily impersonal language, I want to say that we are extremely enthusiastic about having you as a member of the English Language Institute faculty. You exactly match our hopes for the position of Assistant Professor, which we see a pivotal to our maintaining our leadership position among university intensive English programs across the country and for the future of ESL teaching and research on the University of Delaware Campus.

I hope you will find the terms of this offer agreeable. Please sign below on the line provided to indicate your acceptance of these terms as I have outlined them, and return one copy of this letter to the Dean's office at your earliest convenience but no later than April 15, 2010. In the meantime, if you have any questions, please feel free to telephone Dr. Scott Stevens at his office 831-2674 or at home 369-4432. Sincerely,

Scott S. Stevens
Director, ELI

cc: A. Bloch, Human Resources Systems Administrator
Suzanne Austin, Interim Dean

I accept the above terms.

XXXXXXX Date

Date

Dear XXXXX/Administrative/Professional:

We are pleased to offer you the position of Academic Associate Director in the English Language Institute at the University of Delaware effective February 1, 2011. Your annual salary will be payable semi-monthly at the rate of ' . Additionally, the University will reimburse up to of your relocation expenses. Detailed information about the University's policy on moving expenses can be found at <http://www.udel.edu/ExecVP/policies/financial/3-11.html>.

Continuation of this position is contingent upon continued availability of funds. Notice of non-renewal is not required. In your new role, you will participate in annual performance reviews. Your supervisor will work with you during your first year in this position to establish short and long-term goals related to your job responsibilities. A copy of your job description is enclosed. The University performance management system is designed to support the development of employees and maximize their performance and professional growth. Continuation of your position is dependent, in part, on your successfully meeting these expectations.

The University offers an excellent benefits package, part of which includes comprehensive health care coverage and educational benefits, as well as 403(b) retirement plan contributions. Detailed information about the benefits program can be found at <http://www.udel.edu/Benefits/menu/index.html>. These benefits are subject to change.

The University is required by federal law to verify the identity and eligibility of new appointees to work or study in the United States. Accordingly, this offer is contingent upon verification of your valid work authorization, permanent residency, or United States citizenship.

Your employment will be governed by all applicable University policies and procedures, which are subject to change at any time without notice. This letter supersedes all prior understandings and agreements between you and the University.

Having outlined these terms of employment in necessarily impersonal language, I want to say that my colleagues and I are extremely enthusiastic about having you as a member of the English Language Institute staff. You exactly match our hopes for the position of Academic Associate Director, which we see as pivotal to our maintaining our leadership position among university intensive English programs across the country.

I hope you will find the terms of this offer agreeable. If you agree to the terms of this appointment, please sign in the space provided below, and return this letter to me by January 7, 2011. We look forward to having you join the English Language Institute.

Sincerely,

Scott S. Stevens

Director, ELI

cc: A. Bloch, Human Resources Systems Administrator
Suzanne Austin, Interim Dean

I accept the above terms.

XXXXXXX Date

[Date]

[Name]

[Address]

Dear ,

We are pleased to offer you the position of [position name] in the [department name] at the University of Delaware. This is a [# of hours] hour per week position with an annual salary of [\$salary] payable semi-monthly at the rate of [semi-monthly amount]. The effective date of your new position is [date]. [This is a grant-funded position. Continuation of this position is contingent upon the availability of funding.]

In your new role, you will participate in annual performance reviews. Your supervisor will work with you during your first year in this position to establish short and long-term goals related to your job responsibilities. The University performance management system is designed to support the development of employees and maximize their performance and professional growth. Continuation of your position is dependent, in part, on your successfully meeting these expectations.

The University offers an excellent benefits package, part of which includes comprehensive health care coverage and educational benefits. As a nonexempt employee (salaried staff), you will participate in the State Pension Plan. More information on this plan can be found at <http://www.udel.edu/Benefits/menu/state-pension.html>. These benefits are subject to change.

Detailed information about the benefits program can be found at <http://www.udel.edu/Benefits/menu/index.html>.

The University is required by federal law to verify the identity and eligibility of new appointees to work or study in the United States. Accordingly, this offer is contingent upon verification of your valid work authorization, permanent residency, or United States citizenship.

This offer is also contingent upon the University's verification of your credentials and other information required by law and/or University policy, including but not limited to a determination of your eligibility for employment following completion of a criminal background check. Please note that a prior arrest or conviction will not automatically disqualify you from employment.

Your employment will be governed by all applicable University policies and procedures, which are subject to change at any time without notice. This letter supersedes all prior understandings and agreements between you and the University.

Congratulations and welcome to the University!

Sincerely,

Sharon Eiband
Recruitment and Employment Specialist

cc: A. Bloch, Human Resources Systems Administrator
Department File