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

 We are pleased to offer you a one-year renewal of your appointment as \_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_. Your current contract term ends on \_\_\_\_\_\_. Your new contract term will begin on \_\_\_\_\_ and end on \_\_\_\_\_. Your base salary will be \_\_\_\_\_\_\_\_\_\_\_. You will be paid in \_\_\_ installments on the \_\_\_\_ day of the month.

Your responsibilities in this position include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 This appointment has been approved by the Provost, and your employment is subject to all rules, regulations, and policies of the university, including those set forth in college and departmental guidelines. It is your responsibility to be aware of the policies and procedures that may apply to you. University policies can be found here: <https://sites.auburn.edu/admin/universitypolicies/Pages/Home.aspx>. Further information concerning college and departmental guidelines and your privileges and duties as a faculty member can be obtained by contacting your Department Head.

 This appointment may be renewed by mutual agreement, contingent upon availability of funds, the need for services, and satisfactory performance. You will be reviewed annually, and continuation decisions will take into consideration your fulfillment of the responsibilities of this position, as they are stated in this letter, and as they are changed over time.

 As acknowledgement of the terms of your contract renewal, please sign and return this letter within one week of receipt. Failure to respond may void this offer. If you have any questions about the offer, conditions of employment, or specific assignments, please do not hesitate to contact your Department Head or me.

 Sincerely,

 Dean

I understand and accept all conditions as stated in this contract renewal letter and furthermore understand that I waive any claim to de facto tenure.

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

Faculty Member Date