

**FACULTY MEMORANDUM OF APPOINTMENT
NON-TENURE ACQUIRING RANK (NON-TENURE TRACK)**

NAME _____

DATE _____

ADDRESS _____

FACULTY APPOINTMENT Academic Year 20____ - 20____

The Board of Regents of the Texas Tech University System has authorized your appointment to the following position at Texas Tech University Health Sciences Center:

Academic Title:		Period of Appointment:	Tenure Status:	Budget Period:
			Non-Tenure Track	FY 20__ - 20 __
School:	Department:	Campus:	Percent Time:	Salary:
				\$

This appointment is subject to the *Regents' Rules* of the Texas Tech University System; the operational policies, rules and regulations of the University; and applicable state and federal laws, including, but not limited to, Tex. Educ. Code §51.943. 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. The University's obligation to pay any portion of the salary that is payable from contract or grant funds is dependent on the University's receipt of such funds. The base salary is calculated on an annual amount but may be prorated in the event that this appointment terminates prior to the end of the Academic Year, or in the event that the percent of time or full-time equivalency of work is reduced.

Your salary may include compensation in addition to the base salary (e.g. indirect compensation, additional support, or conditional compensation). During the term of this appointment and upon written notice, the University may reduce or eliminate such compensation based on the following, including but not limited to, (1) if University does not receive grant or contract funds supporting the compensation, and/or (2) if delegated duties/responsibilities cease or are reduced, for which a current conditional compensation / additional support is paid.

You will perform assigned duties at your Department Chair's/Dean's direction. If notified earlier by the University of non-reappointment, this Memorandum of Appointment will terminate on the date specified in your notice of non-reappointment. Appointment for an additional period is at the University's discretion. This Memorandum of Appointment may be superseded by a different, more specific employment agreement, if applicable, for certain non-tenured faculty, as determined by the Dean of the respective TTUHSC School. To the extent you have an expiring employment agreement, this document shall extend the terms of such employment agreement through the period of this appointment. A revised Memorandum will be sent if a change in your status occurs during the indicated budget period.

Please indicate acceptance of this appointment by signing and dating this copy of the Memorandum of Appointment in the space indicated below and return it to the Dean's Office by _____, 20____.

**FACULTY MEMORANDUM OF APPOINTMENT
NON-TENURE ACQUIRING RANK (NON-TENURE TRACK)**

DEAN (Signed)

DATE

CHAIR (Signed)

DATE

I ACCEPT THIS APPOINTMENT _____
FACULTY (Signed)

DATE