***Rehire Lecturer <50%***

***NOTE: THIS LETTER MUST BE ON THE HIRING DEPARTMENT’S LETTERHEAD***

(DATE)

(NAME)

(ADDRESS)

Dear (NAME),

On behalf of the Georgia Institute of Technology (“Georgia Tech”), it is my pleasure to offer you a non-tenure-track reappointment as a temporary, part-time Lecturer in the **[School/College]** at a monthly rate of $**[Amount]**, effective **[Full Date]** through **[Full Date]**.

This is a fixed-term appointment; it may be renewed at the sole discretion of the **[COLLEGE or SCHOOL]**. This offer may be withdrawn if, in**Georgia Tech**’s solediscretion, budget reductions require it. You will report to **[supervisor’s name]** and will be paid on the last business day of each month**.**

You will be teaching the following class(es). Please see the attached job description for more information.

**FALL [Year]**

**[Class(es)], [Credit hours and contact hours per week]**

**SPRING [Year]**

**[Class(es)], [Credit hours and contact hours per week]**

By accepting this offer, you agree to comply with any applicable statutes and regulations, the Bylaws and Policies of the Board of Regents of the University System of Georgia (“BOR”), and all Georgia Tech policies. BOR and Georgia Tech policies are available at [www.usg.edu](http://www.usg.edu) and [www.gatech.edu](http://www.gatech.edu). General descriptions of Georgia Tech’s fringe benefits, consulting policy, employment policies, and guidelines are available online at <http://www.ohr.gatech.edu/>. Further details can be obtained by viewing the Faculty Handbook online at <http://www.policylibrary.gatech.edu/faculty_handbook>. This offer and its commitments supersede all other offers and commitments, oral or written, explicit or implied, made by any person at Georgia Tech.

This offer is contingent upon your signing of a Part-Time Faculty Teaching Agreement and approval by the President of Georgia Tech.

Your current appointment may be terminated prior to **[end date from first paragraph]** if you fail to teach effectively, successfully perform the duties assigned to you, and fulfill all teaching responsibilities, or if you violate any Georgia Tech or BOR policy.

Notwithstanding any other provision of this appointment, for Fiscal Year **[applicable fiscal year]**, BOR has authorized the President to implement a mandatory furlough program. In the event it becomes necessary for the President to exercise this authority, employee furloughs will be implemented in accordance with guidelines promulgated by the Office of the Chancellor.

Please notify us of your decision to accept this appointment by signing the acceptance statement below, and returning it to me on or before [date]. If you have any additional questions, please feel free to contact me.

Sincerely,

(SUPERVISOR’S NAME AND TITLE)

I accept this offer with an effective date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

SIGNATURE DATE