*(Example of basic offer letter for substitute appointments BY SEMESTER)*

PLEASE INCORPORATE THE CONTRACTUAL TEACHING INSTRUCTIONAL START DATE AS OUTLINED IN THE MEMORANDUM FROM CENTRAL.

August XX, XXXX

NAME

ADDRESS

ADDRESS

Dear

We are pleased to inform you that we have been authorized by the President to offer you an appointment as Substitute [ ], Department of [ ] at an annual salary of $00,000, for the [ ] semester beginning [date], 20NN.\* Please note that this appointment is for the [ ] semester and the salary will be prorated for one semester amounting to approximately [$ ], which is one half the annual salary.

This offer is subject to the terms and conditions governing faculty appointments at Queens College of The City University of New York. It is also subject to the approval of the Board of Trustees of The City University of New York and financial ability.

Please sign the enclosed copy of this letter and return it to my office by [ ] to indicate acceptance of this offer.

We look forward to working with you.

Sincerely,

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

Dean, School of Social Sciences Chair, Department of

I accept this offer:

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

Signature Date

C: Provost Patricia Price

\*Substitute appointments for teaching instructional staff are by semester. There is no guarantee of a subsequent appointment and appointments are subject to the terms and conditions outlined above.