CREIGHTON UNIVERSITY

OMAHA, NEBRASKA

TEMPORARY SPECIAL FACULTY EMPLOYMENT RENEWAL

Dear [NAME]:

This Letter of Renewal is intended to renew the terms of your faculty appointment as a temporary faculty of Creighton University in the [insert college or school], as outlined in your most recent Faculty Contract. The period of said renewal shall begin on [DATE], 20\_\_\_, and end on [DATE], 20\_\_\_.

Your compensation for the period set out above is $[AMOUNT], payable in equal monthly installments over the term of this agreement.

Your teaching responsibilities will be [IOR,ASSISTING] for course [COURSE DESCRIPTION]. Dr. [CURRENT FACULTY or CHAIR] will be in contact with you shortly and will be responsible for your assignment.

You understand that a minimum number of students (as defined by Creighton in its sole discretion) must be enrolled in the course in order for the course to be conducted.

I look forward to receiving your signed letter and you rejoining [INSERT SCHOOL/DEPARTMENT]. Please let us know how we can assist you in your role.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair

**I agree to the above information.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Faculty Member

This Letter of Renewal must be signed and returned to the sender within 14 (fourteen) days of the date of the letter.