

Mr./Mrs./Ms. XXXXXXXXXXXXX  
Street Address  
City, State, Zip  
Email

Dear Mr. XXXXXXXXXXXX:

On behalf of the faculty of the SCHOOL/DEPT XXXXX and the COLLEGE NAME it is our pleasure to renew your employment as a non-tenure track RANK for the SPRING/FALL YR semester beginning DATE, and ENDING DATE IF APPLICABLE. This is a non-tenure track, XX-year fixed-term renewable position with a nine-month academic year salary of \$XX,XXX.XX.

Your duties as RANK in the School of XXXXX will consist primarily of teaching XXXXX, and providing some service to students and the School of XXXXX. Dr. XXXXX, Chair/Director of the School of XXXXX, will identify your specific work responsibilities, consistent with University and College workload policies. You are also expected to keep office hours and advise/assist students enrolled in your classes and students seeking help outside of the classroom. We look forward to your collaboration as we ask you to participate in service expectations to the school, the University and the community at large.

**This renewal letter is intended to supplement, not replace, your initial offer letter. Therefore, the information contained within your initial offer letter remains in full force and effect.**

#### PARAGRAPH ON TEACHING AND SERVICE EXPECTATIONS

These duties may be amended or modified upon mutual consent.

As a full-time faculty member, you may be assigned to teach courses in the day or evening, on weekends, or in various distance education modalities. The University provides support and training for faculty teaching with technology, including a learning management system. In addition, as a full-time State of Ohio employee, you will be required to seek pre-approval for any activities outside the University which may pose a conflict of interest or conflict of commitment, especially if the activities would result in compensation to you directly or indirectly.

From time to time during the term of appointment, the University may, upon recommendation of the President and approval of the Board of Trustees or authorized designee, authorize assignments, reassignments or other changes in an individual's duties or responsibilities, including but not limited to teaching or administrative assignments which shall be in addition to the individual's primary responsibilities to the University; and, in such instances, the individual may receive additional stipends or salary in connection with the performance of such additional responsibilities.

All University employees, from time to time, may be required to attend mandatory training on various topics, including but not limited to Title IX and Hazing. You are expected to complete all such courses as directed.

This appointment is subject to and incorporates by reference all applicable state and federal laws and all rules of The University of Akron as adopted and from time to time hereafter amended by the Board of Trustees, including but not limited to those rules set forth in Section 3359 of the Ohio Administrative Code and the Bylaws, Rules, Regulations, and Resolutions of the Board of Trustees, or adopted pursuant to rule-making authority delegated by the Board of Trustees. Those rules which are filed with the Secretary of State may be located at <http://www.uakron.edu/ogc>.

All University of Akron employees are required to comply with applicable provisions of Ohio's ethics laws affecting public employees. Current copies of these laws may be obtained from the Office of General Counsel. Additionally, University employees are required to complete and submit annual conflict of interest and conflict of commitment disclosure forms as well as comply with specific disclosure requirements for certain outside activities involving compensation to the employee from an external source. Violations of ethics laws or failure to comply with policies or annual and specific reporting requirements addressing conflict of interest and conflict of commitment issues may subject an employee to disciplinary action up to and including termination, as well as expose the employee to criminal violations under Ohio law. Employees should refer to Rule 3359-11-17 to receive full information concerning reporting and disclosure requirements and policies regarding conflicts of interest and conflicts of commitment.

Please indicate your acceptance of this position by signing and returning this letter by DATE.

Please contact us if you have any questions.

Sincerely,

CHAIR/DIRECTOR  
TITLE/COLLEGE

DEAN  
COLLEGE

My signature below indicates that I accept this position as outlined in this letter as well as in my initial appointment letter.

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Mr./Mrs./Ms. XXXXXXXXX

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Date

cc: DEAN