**SUMMER TERM 2021 – Letter 2368**

**Non-instructional State-Support Extra Quarter Assignment**

**(to be used for IAF, AT, OSF only)**

Date

Dear :

I am pleased to offer you an extra quarter assignment in the \_\_\_\_\_\_\_\_ Department as a \_\_\_\_\_\_\_ during the 2021 Summer Term. The effective date of this appointment is June 21 through September 3, 2021. This assignment is being offered as an extra quarter assignment to enable you to perform non-instructional <administrative OR assigned time OR grant-reimbursed/released time> responsibilities in support of your academic-year position as <Working Title> during Summer Term 2021. This assignment will not consist of any direct instructional responsibilities.

If accepted, your assignment will be as follows:

 \_\_\_\_ total WTU, which equates to a \_\_\_\_\_ FTE for a total salary of $ \_\_\_\_.

Salary payments will be made in three installments (July 30, August 31 and September 7) plus any salary increase for which you are eligible as authorized by the faculty unit contract.

If you have any questions regarding this appointment, please contact me. Pursuant to current regulations, no credit will be earned toward retirement, probation or tenure (if applicable)**,** sick leave, leave with pay eligibility, or seniority for this extra quarter assignment nor will this assignment affect your salary anniversary date.

Please acknowledge acceptance of this offer by signing in the space below and returning the original copy by . The duplicate copy is provided for your personal records.

Sincerely,

«Dean», Dean

College of«College»

cc: Department <Head/Chair>, Academic Personnel, Payroll Services

 Personnel Action File (5 days after acceptance)

**I hereby \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this appointment as stated above.**

 **(accept/decline)**

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

**Date Signature**