**[Letterhead]**

 [Date]

[Name]

[Department]

[College/School]

Dear [Name]

In addition to your regular 9-month contract, I am pleased to offer you an administrative assignment as the [Title] in the [College/School] at the University North Dakota beginning [DATE through DATE]. At the end of this term, you will return to your 9-month faculty position in the Department of [Department] with the salary you were receiving prior to your serving in the role of [administrative title] plus any salary increases awarded to you since then.

In the position of [Title], you will report directly to and be evaluated by the [Supervisor with Title] and will to carry out responsibilities of the College/School and to accomplish its strategic goals. Duties are subject to change based on needs of the college, but will include these primary responsibilities:

1.
2.
3.

The duties and responsibilities of this administrative assignment will be reflected as [XX]% work effort under the [Service/Administrative] component of your academic year 20/21 position description of your annual contract with the [College/School]. The evaluation of your performance will be reported to your department and included in your department’s regular annual evaluation process. This evaluation will not supersede or replace but rather inform the department’s regular evaluation process.

For performance of these administrative duties and responsibilities you will receive (Insert as applicable): a stipend in the amount of $XXXX to be paid over the period [DATE through DATE], which is in addition to your regular 9-month base faculty salary. In addition you will receive a summer stipend of $XXXX for the period [DATE through DATE]. The stipend paid for the duties and responsibilities related to this administrative assignment is not a permanent increase to base salary and will only be paid during the period described in this letter. Salaries are subject to required federal and state deductions, and other deductions that you may authorize.

This administrative assignment has no tenure rights and you serve at the pleasure of the [Supervisor with Title].

I would like to thank you for your willingness to continue service to the [College/School].

Sincerely,

[Supervisor Signature Block]

I accept the assignment as [Title] of the [College/School] at the University of North Dakota under the terms specified above.

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[Name] Date