

When reappointing a non-regular faculty member please refer to the Provost's website:

<http://provost.nd.edu/> >administrative resources>appointment letters. It is no longer necessary to include a SPAF. As you know the Dean's office normally pays the salary for non-regular faculty, if for some reason another fund is paying, please include the FOAPAL in the email that you send to me with the attached offer letter.

When you "save as" and name the document could you please name it as follows:

ARTSmithF15

or

FTTSmithS16

or

LLRO SmithAY15-16

Also, in the letter, if the faculty member is teaching one course the language should be as follows:

In the event that the course you are teaching is cancelled, or you are unable to fulfill your duties, your salary will be prorated accordingly.

If the faculty member is teaching one or more courses the language should be as follows:

In the event that one or more of the courses you are teaching is cancelled, or you are unable to fulfill your duties, your salary will be prorated accordingly.