MEMORANDUM OF PROFESSIONAL ACADEMIC REAPPOINTMENT

TO:

Period of Appointment from__________________________through__________________________

Rank:__________________________ (With Tenure______ Without Tenure______)

Academic Field:__________________________ Department(s):__________________________

College:__________________________ Salary:____________ (Annual___________ Semester_______)

Additional Appointment Terms:___________________________________________

___________________________________________

If you accept this appointment, it is understood that you agree to the terms of employment as specified on the reverse side of this memorandum. Please acknowledge your acceptance of the terms of employment by signing below. Return three signed copies of this memorandum to the Office of the Personnel, University of Massachusetts Lowell (South Campus), Lowell, Massachusetts 01854. Official acknowledgment of reappointment acceptance must be received by the Personnel Office no later than 30 days following the date this reappointment offer or seven days prior to the initial date of the reappointment period, whichever deadline is earlier.

___________________________________________

(Appointee) Provost for Academic Affairs

___________________________________________

Date of Signature Initial Date of Continuous Service

The University of Massachusetts Lowell is an Equal Opportunity/Affirmative Action University.
UNIVERSITY OF MASSACHUSETTS LOWELL
Personnel Form #8

MEMORANDUM OF PROFESSIONAL ACADEMIC APPOINTMENT

Office of the Provost for Academic Affairs

____________________  __________________

TO:

Period of Appointment from ___ through __________________________

Rank: ____________________  (With Tenure______Without Tenure______)

Discipline(s): ____________________ Department(s): ____________________

____________________ Salary: __________ (Annual __________ Semester __________)

Additional Appointment Terms: __________________________

If you accept this appointment, it is understood that you agree to the terms of employment as specified on the reverse side of this memorandum of appointment and as provided by the Agreement Between the Massachusetts Society of Professors of the University of Massachusetts Lowell and the Board of Trustees of the University of Massachusetts Lowell. Please acknowledge your acceptance of the terms of employment by signing below and by returning three signed copies of this memorandum to the Office of the Provost for Academic Affairs, University of Massachusetts Lowell (North Campus), Lowell, Massachusetts 01854. Official acknowledgment of appointment acceptance must be received by the Office of the Provost no later than 30 days of appointment notification or 7 days prior to the initial date of the appointment period, whichever deadline is earlier.

____________________  __________________

(Appointee)  Provost for Academic Affairs

____________________

Date of Signature

The University of Massachusetts Lowell is an Equal Opportunity/Affirmative Action university.
Reverse A-8 (Personnel Forms #8 and #9)

Terms of Employment

1. All appointments to the faculty and professional library staff of the University are subject to appropriations and the conditions of appropriations and the General Laws of the Commonwealth of Massachusetts.

2. Appointment to a position is authorized only when confirmed by the official memorandum of appointment from the Provost for Academic Affairs and according to the terms specified by such memorandum.

3. Appointment to the professional library staff, unless otherwise stated, is for a twelve-month year and is without tenure during the first seven years of credited service. Appointments to the faculty, unless otherwise stated, are for a nine-month year and are without tenure during the first seven years of credited service.

4. Duties and location may be assigned to the appointee as required and approved by the Chancellor within the terms of the Agreement between the Massachusetts Society of Professors, University of Massachusetts Lowell, and the Board of Trustees of the University of Massachusetts Lowell.

5. Salaries are paid in twelve monthly installments but advances on account of salary may be authorized under such rules and regulations as the Treasurer of the Commonwealth may prescribe.

6. The appointee in accepting this appointment agrees to abide by all the laws, rules, and regulations of the Commonwealth of Massachusetts, the University, and the Chancellor or a duly authorized officer acting for him.

7. A faculty member or librarian who wishes to resign his or her University appointment shall give notice of thirty days after receiving notice of terms of reappointment for the succeeding year or by May 15th, whichever deadline is later. The faculty member or librarian may request a waiver of this requirement of notice in the case of hardship. In such cases, the University reserves the right to require written substantiation of an alleged hardship and reserves to itself all contractual rights when in the view of the Board of Trustees such hardship is insufficient or unsubstantiated.

8. Agreements or understandings outside this document or the Agreement between the MSP and the Board of Trustees are invalid and have no force.

9. Persons newly hired do not receive contractual salary increases until they have completed one full year of academic service by the time the increase is due; initial salaries are not negotiated accordingly. The stipulated salary for a person being reappointed is subject to adjustment in accordance with the Agreement between the MSP and the Board of Trustees.