

UNIVERSITY OF MASSACHUSETTS LOWELL
One University Avenue
Lowell, Massachusetts 01854

Office of the Provost

_____ (date)

PF #10: MEMORANDUM OF FULL TIME VISITING FACULTY APPOINTMENT

To:

Period of appointment from _____ through _____

Visiting Faculty Rank: _____ Department _____

College: _____ Salary: _____ Annual _____ Semester _____

Additional appointment terms: _____

If you accept this appointment, it is understood that you agree to the above assignment and the terms of employment as specified on the reverse of this memorandum of appointment. Please acknowledge your acceptance of the terms of this memorandum by signing below. Return three signed copies of this memorandum to Mr. John Giarusso, Director of Human Resources, 883 Broadway, Lowell, MA 01854-5113. Your acknowledgement of appointment acceptance must be received by the Office of Human Resources no later than 30 days following the date of this appointment offer, or seven days prior to the initial date of the appointment period, whichever deadline is earlier.

(appointee signature)

Provost

(date of signature)

TERMS OF EMPLOYMENT

1. All appointments to the faculty and professional librarian 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 and according to the terms specified by such memorandum.
3. Appointments to the faculty, unless otherwise stated, are for a nine-month year.
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, the University of Massachusetts Lowell and the Board of Trustees of the University of Massachusetts*.
5. Salaries are paid over twelve months on a twice-a-month basis. Questions relative to rates of pay and total earnings should be directed to the Office of Human Resources.
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. Visiting faculty may be hired on a year-to-year basis. Contract renewals are at the discretion of the Chancellor, Provost, and the Dean.
8. Agreements or understandings outside this document or the *Agreement Between the Massachusetts Society of Professors, the University of Massachusetts Lowell and the Board of Trustees of the University of Massachusetts* are invalid and have no force.
9. Visiting faculty are not part of the faculty union.