**Offer Letter Template for Faculty Overload**

Date

Faculty Name

Address

City, State, Zip

Email

Dear Dr./Mr./Ms. Last Name:

In addition to your regular faculty appointment as current rank, it is my pleasure to offer you a faculty overload appointment in the Department of name of department in the College of name at the University of North Texas. This letter confirms your overload appointment at a salary of $amount for the semester and datesfor teaching the following course(s) with class duties commencing on month, date, year of first day of classes.

* Course Title (FTE)
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This appointment is subject to and contingent upon sufficient student enrollment, redistribution of faculty course assignments and fiscal resources.

Add any additional information required by your college/school such as required documents, forms, handbooks, etc. and instructions of where and when to return those documents.

If you have any questions contact your chair, Dr. name of department chair at phone number and email address, or the departmental administrative assistant, Ms./Mr. name of AA, at phone number and email address, or Ms./Mr. name in the dean’s office, at phone number and email address.

Please respond to this offer by signing the letter in the space provided and return the signed document by month, date and yearto departmental contact name and email address with a copy to [academic.resources@unt.edu](mailto:academic.resources@unt.edu).

I appreciate your willingness to take on this additional teaching assignment so that we may better serve our students.

Sincerely,

Name of person responsible for hiring

Title

I accept the offer as described in this letter.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_