HUNTER

of The City University of New York

695 Park Avenue, New York, N.Y. 10065

Semester _____

APPOINTMENT LETTER

Date:

Name:

Address:

Dear _____:

I am pleased to recommend you for

in the _____, with the following conditions of employment:

Title:_____ Position No. _____

Period of Employment _____ Annual Salary _____

Full Year Appointment: 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐

This recommendation is subject to financial ability and the approval of the CITY UNIVERSITY of NEW YORK. There is no presumption of employment beyond the period indicated. The other terms and conditions of employment are those in the By-laws of the City University of New York, the collective bargaining agreement existing in the University and the rules and policies promulgated under and consistent with such By-laws and agreements.

Please sign this letter to signify your acceptance and complete the attached form(s). Make a copy of this letter for your records before returning the signed letter and completed form(s). Thank you.

We look forward to having you with us.

Sincerely,

_____
Chairperson

Approved:

Dean of _____

Approved:

_____
Vice President for Administration

Approved:

Provost _____

Comments:

_____
ACCEPTED DATE

_____
SOCIAL SECURITY NO.

Cc: Budget
Payroll
Benefits
Region
Department
Appointee