



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

April 1, 2015

MEMORANDUM OF APPOINTMENT

TO: Mr. Jane Sample

I am pleased to inform you that, on recommendation of your dean and department head, and subject to final approval by the Board of Regents, Texas A&M University System, you have been appointed to the following faculty position at Prairie View A&M University.

<u>Position/Title (Code)</u> <u>Department/College</u>	<u>Tenure</u> <u>Status</u>	<u>Period of</u> <u>Appointment</u>	<u>%</u> <u>Time</u>	<u>No. of</u> <u>Months</u>	<u>Total</u> <u>Salary</u>
Adjunct Assistant Professor (7210) Department of Somewhere College of Success PIN X04444 Acct: 966666	T	09/01/15 - 05/31/16	100%	9	\$ 49,810.22

Early beginning and ending dates for the fall and spring semesters notwithstanding, your salary will be paid in accordance with the period of employment entered above. If the salary amount includes an increment for a service role other than teaching or teaching/advisement, a change in that role may result in an adjustment of the salary total. Appropriate written notification of any change in salary or other conditions of employment will be provided by the department head or dean.

TERMS AND CONDITIONS

Faculty are generally responsible for teaching, research, and service. However, emphasis placed on each of these areas depends upon the specific role designation of the faculty member and the weight to be assigned teaching, research, and service in the performance evaluation process. It is expected that all full and part-time faculty will participate in University, State, or Federal mandatory training and professional development. All faculty are also expected to adhere to federal and state laws, Texas A&M University System policies and regulations, and University procedures and rules. **Faculty are expected to become engaged with students by attending some student events and by attending commencement, honors convocation, and general University assemblies.** You are to submit an annual Faculty Performance Report on 2015-2016 achievements completed and/or in progress, upon request. Addendums to the report may be submitted to the department head or dean. Your department head or dean will assess your progress, provide feedback on sustaining or strengthening performance, and work with you to outline your key performance objectives for the next academic year.

Appointments to regular tenure-track faculty positions are normally nine-month academic year appointments. Summer employment constitutes a separate appointment and may require performance expectations that differ from those applicable to the nine-month appointment.

Should any change in the terms or conditions of this appointment become necessary as a result of Board of Regents action, you will be notified immediately.

Sincerely yours,

Dean

Provost and Senior Vice President for
Academic Affairs

- I accept this appointment including acceptance of performance expectations established jointly by me and my department head/dean.
- I do not accept this appointment.

Name

Date

xc: Office for Academic Affairs
Office of Human Resources

Office for Academic Affairs

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