**SUGGESTED WORDING TO BE INCLUDED IN ANY NOTIFICATION LETTER TO A NTT FACULTY MEMBER SUBJECT TO A DELAYED REAPPOINTMENT AGREEMENT.**

**For Academic Year 2018-2019 this notification letter must be sent** **no later than July 21, 2018.**

*Suggested Wording:*

It is my pleasure to inform you that the Department/College of XXXX would like to employ you, either full time or part time, during the course of Academic Year 2018-2019. However, at this time lack of the necessary information about course demand and/or the availability of funding make it impossible to inform you of the exact terms of the contract that we will offer you for the new academic year. Please be assured that you will be offered a contract as soon as it is possible to do so, but no later than October 19, 2018

The Department/College of XXXX values the contributions that you have made and looks forward to working with you during the upcoming academic year.