**Notice of Permanent Augmentation for a Continuing Lecturer - Sample**

Date

Name  
Department

Dear [name]:

I am pleased to approve a permanent augmentation to your appointment as Lecturer in the School of/Department of xxxxxxxxxxxxx effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. Your base appointment percentage for fall semester will increase from xxxxxxxxxxx% to xxxxxxxxxx%. For spring, your base appointment percentage remains at xxxxxxxxxxx%. For academic year xxxxxxx your course load will be the following: xxxxxxxxxxxxxxxxxxxxxxx. Specific course assignments for future years will be made annually based on the department’s needs assessment.

This augmentation at an annual full-time salary rate of $xxxxxxxxxxxx (academic year basis) results in a total salary of $xxxxxxxxxxx for the academic year.

Sincerely,

Dean

cc: Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
      MSO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
      APO