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

Date

Name
Department

Dear [name]:

I am pleased to approve a temporary augmentation to your appointment as Lecturer in the School of/Department of xxxxxxxx for the 20\_\_\_\_ fall semester only. You will teach an additional section of xxxxxxxxxxxxxx, which is in addition to your already approved assignment to teach xxxxxxxxxxx and xxxxxxxxxxxxxx. This augmentation is necessary due to the sabbatical leave of Professor xxxxxxxxxxxxxxxxxxx.

The augmentation is made at 33% percent time during the fall semester at an annual full-time salary rate of $xxxxxxxxxxx (academic year basis), and when combined with your current appointment of 67% in the fall semester and 67% in the spring, results in a total salary of $xxxxxxxxxx for the academic year.

Sincerely,

Dean

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