May 25, 2021  
  
Smith Karen  
123 North Shore  
Evanston, Illinois  
  
Dear Smith Karen:  
  
I am very pleased to offer you an appointment as a Lecturer (1630), with the Department of Math under the following terms:  
  
Appointment Dates: 7/1/2020 - 6/30/2021  
Percentage of Time: 86%  
Annual Salary Rate: $60,000  
Monthly Salary Rate: $5,000.00  
Teaching Assignments: Fall: 2 section(s): 102. Advanced Mathletes  
 Winter: 2 section(s): 102. Advanced Mathletes  
 Spring: 2 section(s): 101. Introduction to Math  
   
 Specific courses will be assigned according to instructional needs in the department and in conformity with departmental lecturer workload policies.  
  
Your immediate supervisor is Ms. Norbury, Mathletes Coach.  
  
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Sincerely,  
  
  
  
Principal Duvall  
North Shore High School  
  
  
  
  
  
  
Offer Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_