



# WPI

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Worcester, MA 01609-2280, USA  
508-831-5397, Fax 508-831-5774  
www.wpi.edu

Office of the Dean of  
Undergraduate Studies

July 1, 2021

Dear XXX,

We are pleased to offer you reappointment as a Master Teacher at the Massachusetts Academy at WPI. For the 2021-2022 academic year, your salary will be \$XXX and will be paid in 12 equal monthly installments paid on the last business day on the month beginning July 2021.

You will serve at the pleasure of the President and Provost of WPI. The appointment will continue to be contingent upon funding from the government and/or private sources. Should funding be discontinued, every attempt will be made to provide as much notice as possible. WPI will guarantee at least one month's notice.

Our receipt of a signed copy of this letter, constituting your formal acceptance of this reappointment, is *necessary* to initiate the payroll process. You are welcome to indicate your *intent* of acceptance by forwarding this email to the Provost's Office ([provost@wpi.edu](mailto:provost@wpi.edu)) with **Intent to Accept** in the subject line. **For official acceptance (necessary to initiate the payroll process), please print a copy of the letter, sign and return to:**

Worcester Polytechnic Institute  
Dean of Undergraduate Studies  
100 Institute Road  
Worcester, MA 01609

The academic year for an Academy teacher is mid-August 2021 to mid-June 2022; the academic year for students begins the end of August and concludes mid-May. Details of the calendar and the daily schedule are developed each year by the administration and faculty of the Academy.

We look forward to your continued contributions to our Mass Academy program.

We depend on and sincerely value the contributions you make in helping provide an outstanding and widely recognized educational program. You have helped make the Academy a powerful institution within the Commonwealth.

Sincerely,

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Arthur C. Heinricher  
Dean of Undergraduate Studies

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Anne Ludes, Director  
Mass Academy of Math & Science

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XXX  
cc: Human Resources

Worcester Polytechnic Institute