

1.2 Offer Letter Tenured Faculty Appointment

I am pleased to inform you that the President has authorized me to offer you an appointment to the faculty of The University of _____, with the title of _____. You will be assigned to the Department of _____ and your duties and schedule will be determined by the Chair of the Department. This appointment is with tenure and is subject to review and approval by the Board of the University. Upon approval you will receive an official memorandum of appointment from the Office of the President. All faculty, administrators, and staff are subject to the relevant provisions of the Rules and Regulations of the Board and the Handbook of Operating Procedures of the University, and to applicable state and federal laws.

Your appointment, if approved, will be effective _____, with a nine month academic salary rate of _____. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing.

You will be entitled to all employee benefits authorized by the University. Those benefits will be discussed with you by the _____ at the time you complete the paperwork for your appointment. The _____ will also assist you in completing the form and providing the documentation required by the Federal Immigration Reform and Control Act. You must meet the requirements of this Act to qualify for this appointment.

Please indicate your acceptance of this offer by signing in the space indicated below and returning to me on or before _____ so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

Name _____
Position _____

I accept this offer of appointment.

Signature

Date