

Sample Appointment Letter:

Associate Teaching Professor, Teaching Professor, and Professor of Practice

Date:

Dear (Name):

It is my pleasure to welcome you to the faculty in the (Name of Department/College) at Michigan Technological University. I am pleased to offer you an appointment as a/an (Associate Teaching Professor/Teaching Professor/Professor of Practice) at an annual salary rate of \$_____. This appointment is considered a continuing 9-month academic year appointment.

Your position is eligible for [Michigan Tech's benefits package](#). The University will cover moving expenses up to the amount of \$x,xxx.

The academic year runs from Monday two weeks prior to the start of classes in the fall semester through one week after commencement at the end of the spring semester. Your academic-year duties will commence on August 14, 2023, and will terminate on May 3, 2024. Your duties begin with the requirement to attend a new faculty orientation, which will be held throughout the week of August 14, 2023. Details regarding orientation will be sent mid-summer 2023.

The continuation of this appointment will be based on an annual review of your performance. Any modification or termination of your appointment will be in accordance with Senate Policy 701.2 and section 1.5.1 and Appendix L of the Faculty Handbook (<https://www.mtu.edu/faculty-handbook/>)

[Insert appropriate responsibilities:]

- a. As an Associate Teaching Professor, you will be expected to demonstrate excellence in teaching and leadership in education. Associate teaching professors are expected to develop new courses and implement new teaching methods and procedures designed to enhance learning within the department/college and across the University. These are in addition to the expectations for an assistant teaching professor, which include delivering existing courses, developing new teaching materials and course segments, developing new courses to keep pace with changes in the discipline, representing the department/college within the University, and advising undergraduate students, conducting research, and serving on committees.
- b. As a Teaching Professor, you will be expected to demonstrate exceptional achievements in teaching and education, either through fundamental contributions to the University's mission or as a result of national or international impact. These are in addition to the expectations of that for an assistant and associate teaching professor, which include demonstrating excellence in teaching and leadership in education, developing new courses, implementing new teaching methods and procedures designed to enhance learning within the department/college and across the University, delivering existing courses, developing new teaching materials and course segments, developing new courses to keep pace with changes in the discipline, representing the department/college within the University, and advising undergraduate students, conducting research, and serving on committees.
- c. As a Professor of Practice, you may be expected to deliver existing courses, develop new teaching materials and course segments, develop new courses to keep pace with changes in the discipline, represent a department or college within the University, advise undergraduate students, conduct research, serve on committees, be active in professional societies, and maintain awareness of current practices in the field outside of academia.

This offer is contingent upon providing evidence of employment eligibility and identity, and proof of having completed all requirements of the degrees you listed in your application materials, (PhD/MS/BS). Degree verification is done through a third-party vendor, Sterling Background Check. They will contact you via the listed contact information in your application materials to obtain the personal information needed to verify all degrees. This request will come via email with a secure link for you to click on and enter the requested information. If you accept this offer and it is your first appointment at Michigan Tech, you must complete tax and other employment forms (in-person) on or before your first day of work to be placed on payroll. You will be invited to a new employee orientation to complete this paperwork and receive your benefits packet.

As a condition of employment, you will be required to enter into a patent, research, and proprietary rights agreement which in substance (1) obligates you to report to the University discoveries, inventions, or other proprietary information developed by you, (2) gives the University the option to take over and finance such discoveries, inventions, or proprietary material, and (3) in the event the University exercises the option, provides for the payment to you of the initial \$1,000 of income, 15 percent of the income between \$1,000 and \$30,000, and 33.3 percent of income in excess of \$30,000.

If you hold a terminal degree, you may be eligible for an appointment to the graduate faculty. Graduate faculty members are allowed to teach graduate courses, serve on graduate committees, and supervise graduate students. If you are interested in becoming a member of the graduate faculty, complete a Graduate Faculty Appointment form, available from the Graduate School website (<http://www.gradschool.mtu.edu/forms/index.html>), and attach a copy of your vitae to the form. Submit the form to the department chair or dean (colleges without departments) with which you wish to be affiliated. The dean of the graduate school will make the final decision regarding your nomination.

Michigan Tech has a reputation for providing high-quality, hands-on learning in a residential campus setting. Consequently, all instructional personnel are expected to reside in the vicinity of Michigan Tech's campus in Houghton, Michigan, and conduct the majority of their university-related work from campus. At the same time, the University recognizes a growing need to provide access to education to all who are interested. In order to support our efforts to provide greater access, all instructional personnel are required to successfully complete online teaching training in accordance with Michigan Tech's University Senate in Policy 116.1 and Procedures 116.1.1. If you have already participated in training related to online teaching, I ask that you provide documentation to me as soon as possible. If you have not yet received such training, you will be required to complete this training during the first year of your employment.

We will regard ourselves as mutually committed upon your returning a signed copy of this letter. This offer must be accepted within fourteen (14) days of the date of this letter unless the time for acceptance is extended in writing.

We look forward to your joining us as a colleague and hope to hear from you shortly so that we can both make firm plans.

Sincerely,

(Name of chair/dean)

I accept this offer.

(Name)

(Date)