

Sample Appointment Letter: Assistant Teaching Professor

Date: _____

Dear _____:

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 a 9-month appointment as an Assistant Teaching Professor for the two academic years 2023-24 and 2024-25 at the annual salary rate of \$_____ for the first of these two academic years. 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 position is eligible for [Michigan Tech's benefits package](#). The University will cover moving expenses up to the amount of \$x,xxx.

This year your 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. This information can be found in Appendix L of the Faculty Handbook which can be accessed at the following website: <https://www.mtu.edu/faculty-handbook/>.

In this position, you will be expected to contribute to both the teaching and service missions of the (department/college).

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, (Ph.D./MS/BS). A background check and a degree verification are 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 in August to complete necessary forms and paperwork.

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 school dean 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 the training required in accordance with Michigan Tech's University Senate in Policy 116.1 and Procedures 116.1.1. If you have already participated in such training, I ask that you provide documentation to me as soon as possible. If you have not yet received such training, I will help you access the required training during the first year of your employment. I am happy to provide additional information about the options that currently exist for obtaining this training.

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,

I accept this offer.

(Name) (Date)

C: Academic HR (following signature by faculty)