

# Tenure-Track Faculty or Tenure with Initial Appointment - for Initial Appointment

## Model Appointment Letter

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 tenure-track **(rank)** for the two academic years 2024-2025 and 2025-2026 at the institutional base salary rate of \$\_\_\_\_\_ for the first of these two academic years. The term of your appointment runs from August 11, 2025, through August 14, 2027. This appointment is potentially renewable beyond these two years in accordance with the guidelines laid out in Michigan Tech's Faculty Handbook (<http://www.mtu.edu/faculty-handbook/>).

The academic year runs from the Monday two weeks before the start of classes in the fall semester, through one week after commencement at the end of the spring semester. Thus, your academic year duties will commence on August 11, 2025, and will terminate on May 1, 2026, for the 2025-2026 academic year. Your duties begin with the requirement to attend new faculty orientation, which will be held throughout the week of August 11, 2025. Details regarding orientation will be sent mid-summer 2025.

According to University policy, the normal probationary period, without approved extension requests, for a tenure-track assistant professor is six years with the mandatory tenure review occurring during the sixth year. For the purpose of tenure consideration, the academic year 2025-2026 will be your first year in the tenure system. The initial appointment in the tenure system is for two years with the possibility of reappointment for two additional two-year periods. If successfully reappointed, your mandatory tenure review will be conducted during the academic year 2030-2031. Granting of tenure after a shorter period of service is not precluded.

The University Tenure and Promotion Policy and Procedures are included in the Faculty Handbook, which can be accessed at the following website: <http://www.mtu.edu/faculty-handbook>. The department's promotion and tenure criteria and procedures are included in the unit's Charter. You will be provided a copy of the Charter before your official start date.

During your employment at Michigan Tech, [we/I] look forward to your contributions to further the vision and mission of the University, which is an expectation of all faculty at the institution.

We also look forward to your developing a program of teaching, research, scholarship, and professional activity in the area of \_\_\_\_\_. The University regards excellence in teaching, research, and contributions to program development as important factors in granting tenure and promotion. Therefore, excellence and effectiveness in teaching as measured by student evaluation of teaching and other measures defined by your unit, contributions to program development in the area of \_\_\_\_\_, research and/or scholarly activity as evidenced by excellence of publications and funded research, graduate student direction, and participation at regional and national professional meetings are major factors in our determination for advancement.

- a. *{Contingency}* 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 and a background check are done through a third-party vendor, Sterling Background Check. They will contact you via the listed e-mail address in your application materials. 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.
- b. 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.

Your appointment as (**tenured/tenure-track**) faculty carries with it appointment to the graduate faculty, including the privileges and responsibilities associated with advising graduate students and teaching graduate-level courses. You will be contacted by a member of the Graduate School staff with further information.

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 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.

No oral representations can modify this written Letter of Appointment or written Charter, Policy, or Procedures.

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,

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I accept this offer.

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(Name)

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(Date)