

Research Faculty

(9-months [38 weeks] at least 75% time)

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Model Appointment Letter

Date: _____

Dear _____:

I am pleased to offer you an appointment as a non-tenure-track Research (**Professor/Associate Professor/Assistant Professor**) in the (**Name of Department/School**) at the salary rate of \$_____. This appointment is a (**full-time/part-time** _____% effort) 9-month (38 weeks) appointment and will commence on _____. In addition to your 9-month salary, you can earn up to an additional 14 weeks of compensation during the summer semester. This appointment is contingent upon continuity of external funding, individual accomplishments, and review of continuing needs of the program. Research faculty appointments are considered non-tenure-track, thus faculty holding these ranks are not eligible for tenure.

Your duties will consist of participating in and directing current research programs which you are engaged. In addition, you are eligible to serve on committees for graduate student research. Furthermore, since the position depends on external funding, it is expected that you will develop, in an individual or collaborative manner, proposals seeking such funding for support of your research. Promotion through the ranks to Research Professor will depend on your research success, your contributions to the graduate educational programs of the department (evidenced by effective supervision of graduate students), and success you have in securing funding to support your program.

This offer is contingent upon providing evidence of employment eligibility and identity, and proof of having completed all requirements of your degrees you listed in your application materials, (**PhD/MS/BS**). Degree verification and a background check is 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 to 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 your paperwork.

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 you 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)