

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

Model Appointment Letter

Date: _____

Dear _____:

It is my pleasure to welcome you to the faculty in the **(Name of Department/School)** at Michigan Technological University. I am pleased to offer you an appointment as a tenure-track **(rank)** for the two academic years 2021-2022 and 2022-2023 at the institutional base salary rate of \$_____ for the first of these two academic years. The term of your re-appointment runs from August 16, 2021 through August 12, 2022. This appointment is potentially renewable beyond these two years in accordance with the guidelines laid out in Michigan Tech's Tenured/Tenure Track Faculty Handbook (<http://www.mtu.edu/faculty-handbook/>).

The academic year runs from the Monday two weeks prior to the start of classes in the fall semester, through one week after commencement at the end of spring semester. Thus, your academic-year duties will commence on August 16, 2021 and will terminate on May 6, 2022 for the 2021-2022 academic year.

According to University policy, the normal probationary period 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, academic year 2021-2022 will be considered to be your first year in the tenure system. The initial appointment in the tenure system is for a two-year period 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 2026-2027. 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 Schools Charter. You will be provided a copy of the Charter prior to your official start date.

We 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 the granting of tenure and for promotion. Therefore, excellence and effectiveness in teaching as measured by student response and senior faculty, 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 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.
- 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, invention, 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. Graduates of the University have a reputation for being effective from the first day on a new job. We are proud of this reputation but also recognize the growing need to provide access to education to all who are interested - whether or not they are able to participate in a full-time residential-based learning experience. In order to support our efforts to continually provide greater access, we are currently working to ensure that all instructional personnel obtain the training required to meet the expectations set out by the University Senate in Policy 116.1 and Procedures 116.1.1. If you have already participated in such training, we ask that you provide documentation to me as soon as possible. If you have not yet received such training, Michigan Tech would like to help you complete a training program before you arrive on campus. 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.

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,

I accept this offer.

(Name)

(Date)