

Tenure-Track Faculty- or Reappointment (1st and 2nd major reviews)

Model Appointment Letter

Date: _____

Dear _____:

We are pleased to offer you reappointment as a tenure-track **(rank)** in the **(Name of Department/School)** for the two academic years 20__ - __ and 20__ - __ at the salary rate of \$_____ (subject to adjustment) for the first of these two academic years. 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. Your duties will commence on August __, 20__ and will terminate on May __, 20__.

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.

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

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)