

**TEMPLATE FOR LETTER OF OFFER OF ADMINISTRATIVE POSITION
(DEANS, CHAIRS, ETC.)**

Date

Addressee

Dear Candidate name:

I am very pleased to offer to you the position of **Administrative Title** on the Indiana University-Purdue University Indianapolis campus.

Upon your acceptance of this offer, I will forward a recommendation to the IUPUI Chancellor that you be appointed as **Professorial title/department/tenure status**, as recommended by the faculty of **School, Department** and **Chair and Dean (as appropriate)**. The appointment is subject to approval by The Trustees of Indiana University and a satisfactory background check as required by Indiana University policy.

You will receive a faculty base salary of \$_____ for teaching duties and other faculty work. You will also receive a supplement of \$_____ to your faculty base salary to compensate you for the additional duties and responsibilities as **Administrative Title**, for a salary total of \$_____. Benefits and salary increases will be based on the combined faculty base salary and supplement for administrative work. *

***[Note to Writer: If an administrative supplement is paid separately, rather than combined with the base salary, it should be noted that retirement benefits are not paid on that component of the total compensation.]**

We propose a starting date of **Date**; however, if that is not optimal, we should discuss an alternative date.

We would like to make your transition to taking this new post as smooth and as agreeable as possible. To that end, we will pay all reasonable and ordinary moving expenses and the cost of travel to come to Indianapolis to look for housing. Please be aware that these disbursements will be treated as taxable income to you.

Your appointment will be subject to all applicable policies and procedures of the university as may exist from time to time. As is the case with all administrative appointments, your appointment as **Administrative Title** will be at the pleasure of the **Relevant Administrator**. We look forward to the sustained contributions we anticipate that you will make to the programs here at Indiana University and IUPUI. In addition to periodic reviews of your administrative performance at the unit level, by policy the campus procedure calls for review of administrators in their fifth year of service.

****[Note to Writer – Insert the following for chairs and others not subject to the IUPUI 5-year review procedure: Your performance as [insert admin position title] will be periodically reviewed consistent with the policies and practices of the unit.]**

IUPUI has culture of mutual support for people who occupy new positions of leadership. Our goal is for every person to be successful and we place great emphasis on this goal by working with people who are in new positions. As you would expect, Indiana University has an extensive faculty handbook covering many aspects of employment. We will send you a copy by separate cover.

If your administrative assignment should conclude for any reason, your salary will be adjusted by removing the “administrative” portion of your salary, so that you will be compensated at the faculty base salary noted above.*** Additionally, if your full-time administrative assignment should conclude for any reason, the **Relevant Administrator** will assign you such new faculty work as is consistent with the policies of the school in effect at that time.

*****[Note to Writer – Insert the following if the appointment is to be converted from a 12-month to a 10-month: Should your administrative position conclude, you will revert to a 10-month appointment and proportionate salary.]**

As a full time faculty member at IUPUI, you will receive fringe benefits which include eligibility to participate in the university’s retirement and life and health insurance programs. You must enroll in health benefits within 30 days of the effective date of your appointment; otherwise you will not be able to enroll until Open Enrollment in November, with benefits taking effect the following January. Please refer to the enclosed fringe benefit schedule for a current summary of these benefits. Please note, that it is the policy of Indiana University to provide reasonable accommodations for qualified persons with disabilities.

We look forward with great anticipation to your joining us as a colleague and as a member of our team. Please indicate your acceptance of our offer by signing a copy of this letter and returning it to us as soon as possible. As you do so please know that, as your friends and colleagues, we will do all we can to help you and the School be successful.

Best wishes,

(Name)
(Title)

(Name)

Date

OTHER POINTS TO CONSIDER:

- If the administrative position is linked to an endowed professorship, chair or the like, insert the following: As [insert admin position title] you will also serve as the [insert name of endowed professorship, chair, etc.], and the latter is contingent upon holding the administrative position. Thus, loss of the administrative position results in automatic removal of the [insert name of endowed professorship, chair, etc.].
- Insert in the second paragraph a sentence indicating whether the annual percentage increases in salary will be applied equally to the base and administrative portions of total compensation, or just to the faculty base salary.