

TEMPLATE FOR LETTER OF OFFER FOR APPTS WITH TENURE

Date

Addressee

Dear Candidate name:

I am very pleased to offer to you the position of **Professorial Title/department/school** 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 with tenure, 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. Your appointment will be subject to all applicable policies and procedures of the university as may exist from time to time.

You will receive a faculty base salary of \$_____ on a **ten or twelve** month base. In addition, you will receive fringe benefits which include eligibility to participate in the university's retirement and life and health insurance programs. 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.

Insert information relevant to this specific offer, workspace, teaching load, etc.

We look forward 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 consider this offer, 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)
