

Office of Academic Affair
OFFER LETTER—CLINICAL/LECTURER
Information and Template

Minimum requirements:

- This is an offer of appointment and is NOT a contract.
- All appointments are contingent upon:
 - Trustee approval
 - Satisfactory background check
 - When applicable: having and maintaining professional licensure/credentialing
- Make clear that all administrative positions (such as director) are at the discretion of the dean even if a particular term is named; compensation for an administrative role must be separated from the base pay/conditions for a regular faculty member of that classification.
- Make clear that an appointment is not eligible for tenure.
- Employees must sign up for health insurance within the first 30 days or wait until the next open enrollment period.
- When provided, moving expenses paid in a taxable lump sum in the first paycheck; you will NOT reimburse expenses.

General notes:

- The offer letter draft should be undated; all offers must be approved by OAA before being formally presented to candidates.
- Copy the relevant language into your own letterhead; delete irrelevant information; review the 'optional' sections.
- The offer letter can be in the name of a chair (in which case, state, "I am pleased to recommend to Dean___that you be appointed") or the dean.
- Include, if possible, links to your own promotion and tenure guidelines or general faculty information. Links to IU benefits are included below.
- Mentoring can be an asset to all faculty. There is a generic note included in both the tenure-track and non-tenure-track faculty drafts. Adapt it to the system you are using.

I am pleased to offer you the position of _____ in the Department of _____ in the School of _____ at IUPUI. This is not a tenure-eligible position. The initial appointment period is _to____, with eligibility for annual reappointments. This offer is also subject to approval by the Trustees of Indiana University and a satisfactory background and employment check as required by Indiana University policy.

Clinical [lecturer] faculty who meet school and campus criteria may apply for promotion; see _____ webpages. Promotion requires documented evidence that you have met IUPUI, school and departmental standards.

Your appointment is for 10 [or 12] months, commencing August 1st, ####. Your salary for the first year will be _____ paid in 10 [or 12] equal monthly payments. The regular course load [or assignments] for lecturer [or clinical] faculty is X courses per academic year [or X per semester]

Guidance is critical to faculty success. We will help you identify and connect with appropriate mentors to support your work. Your initial mentor will be _____.

In addition to your salary, 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. If this time frame is missed, you will not be able to enroll until the next open enrollment session. It is the policy of Indiana University to provide reasonable accommodations for qualified persons with disabilities; please [contact](#) the Office of Equal Opportunity to begin this process.

The culture of the School of _____ and of IUPUI is of utmost importance. We dedicate ourselves to excellence in teaching, research and service. All faculty members at Indiana University abide by the [Principles of Ethical Conduct](#) and the [Code of Academic Ethics](#), and support the [Code of Student Rights, Responsibilities, and Conduct](#).

The university's commitments to you and your reciprocal expectations are rooted in the policies and procedures related to academic appointments, contained in [University Policy](#) website and the [IUPUI Faculty Guide](#). The policies and procedures of the University and campus will govern your faculty appointment, including without limitation matters relating to appointment, reappointment/non-reappointment, and termination. Therefore, in the event of any conflict between the terms of this letter and applicable university or campus policy, university and campus policies control. This letter is not a contract or employment agreement, or other promise of continued employment.

Every year, we welcome new faculty at a special orientation in August. The date for this year is August 12, 2020. Please save the date! More information for [all faculty](#) and [new faculty](#) can be found at The Forum IUPUI site.

We look forward to your joining us a colleague. Please indicate your acceptance of this offer by signing this letter and returning it to us as soon as possible. Also, complete and return the attached IUPUI academic profile form and background check consent form.

As you accept our offer, please know we will do all we can to help you and the school be successful together.

Sincerely,

Dean or chair

ACCEPTANCE:

I accept and acknowledge the terms and conditions of employment as discussed and set forth in this offer letter.

Signature: _____ Date: _____

Contact email for benefits processing and orientation information: _____

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>>>>optional, if the school has a long-term appointment review process SEPARATE from promotion:

New clinical/lecturer faculty may be considered for long term appointment after approximately _____ years; see School procedures.

>>>>>optional:

The School provides a taxable relocation allowance of \$#### which will be included in your first paycheck.

>>>>>optional:

Faculty presence on campus is essential for the culture and effectiveness of our school. Exceptions to this will be rare and must be approved in advance by the dean.

>>>>>>optional:

You are expected to maintain a *relevant professional license* at your expense.

>>>>>>optional:

[for individuals with administrative posts]

Your base salary will be XXX. For your administrative role, you will receive a supplemental salary of #XXXX total, paid in 10 [or 12] equal installments. The administrative role is at the pleasure of the Dean; when it ends your salary reverts to the base salary.

>>>>>>>optional; add laboratory information if applicable

You will be provided with an office, computer, and IU's robust IT infrastructure, as well as XXXX in professional development (e.g. travel) funds per year.