

OFFICE OF ACADEMIC AFFAIRS

OFFER LETTER—TENURE-TRACK

Information and Template

Revised March 2020

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 (director, chair, etc.) 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 eligible for tenure (there is a separate template for NTT ranks).
- If credit towards tenure is given, that must be specified in the offer, NOT decided later.
- Employees must sign up for health insurance within the first 30 days or wait until the next open enrollment period.
- If provided, moving expenses are paid in a taxable lump sum in the first paycheck; they are NOT paid as reimbursements.

General notes:

- The offer letter draft should be undated; all offers must be approved by OAA before being formally presented to candidates. If an offer is subsequently modified, that ALSO must be approved.
- 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 a tenure-eligible position. The initial appointment period is _____ to _____, with eligibility for annual reappointments. With successful reappointments, your application for promotion and tenure will normally occur during your sixth year of service (####-####). 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.

Promotion and tenure require documented evidence that you have met IUPUI, school and departmental standards. You may apply early for tenure and promotion, if you have had a third-year review, and understand that you may only receive one full consideration for tenure.

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

Start-up conditions: ← optional

In order to help your transition into your teaching, research and service responsibilities, we will provide the following:

- During x years, your teaching load will be
- \$\$\$ amount that can be used for...
- Student / research assistants [this would be funded *separately* from the lump sum]

In addition, 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 should be rare and must be approved in advance by the dean.

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 30-day 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 a copy 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: _____

.....

>>>>optional:

Your area of excellence for purposes of tenure will be research. Excellence in research is primarily demonstrated by a productive record of peer-reviewed publications in quality media [the securing of external funding to support that work], and the beginnings of a national reputation in your area of research.

>>>>>optional:

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

>>>>>>optional:

Because of your prior experience, you will receive ## years of credit towards tenure.

Add, for 1 year of prior credit:

Your third-year review will occur in spring of [their second year]

Add, for 2 years of prior credit:

Your third-year review will occur in spring of your first year

Add, for 3 years of prior credit:

You are not required to have a third year review, but may request a review prior to final application for tenure.

>>>>>optional:

This offer is contingent upon your receiving your Ph.D. by August 1st. If it is not conferred by that date, you will be appointed as an Acting Assistant Professor, and if it is not conferred by December 30th, the appointment will end May 30th.

>>>>>optional:

[for administrators]

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 conditions if relevant):

You will be provided with an office, computer, and IU's robust IT infrastructure.

