

TEMPLATE FOR LETTER OF OFFER FOR VISITING APPTS

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. The appointment is subject to completion of a satisfactory background check as required by Indiana University policy.

This is a visiting position. Your initial appointment will be for 1 year beginning on or about **Date**, with eligibility for reappointment to a second year. Visiting faculty appointments are limited to two years.

You will receive a faculty base salary of \$_____ on a **ten or twelve** month base.

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.

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)

(Name)

Date