

TEMPLATE FOR LETTER OF OFFER FOR VISITING APPTS
FROM THE OFFICE OF ACADEMIC AFFAIRS
Initial Visiting Appointments are managed within Schools. Contact
acadhr@iupui.edu to request an extension beyond 2 years

Date

Addressee

Dear **Candidate Name**:

I am very pleased to offer to you the position of **Visiting Professorial Title/department/school** on the IUPUI campus. 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.

This is a visiting position. Your initial appointment will be for one 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 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.

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.

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)

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: _____