

**TEMPLATE FOR LETTER OF OFFER FOR APPOINTMENTS WITH TENURE  
FROM THE OFFICE OF ACADEMIC AFFAIRS**

Date

Addressee

Dear **Candidate Name**:

I am very pleased to offer to you the position of **professorial title/department/school**, with tenure, on the IUPUI campus. Upon your acceptance of this offer, I will forward a recommendation to the university president that you be appointed with tenure, as recommended by the faculty of **School, Department** and **Chair and Dean (as appropriate)**. 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. 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, research expectations, etc.**

**OPTIONAL BUT COMMON: We are pleased to offer you a taxable relocation payment in the amount of \$xx,000. This will be included in your first regular paycheck. <amounts typically vary between \$5000 and \$15000>**

**>>>>>optional:**

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

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 status 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 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)

\_\_\_\_\_  
(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: \_\_\_\_\_

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