



IUPUI

OFFICE OF ACADEMIC AFFAIRS

Template for Administrative Post Offer Letter to existing faculty member

For positions at the rank of associate dean, chair, and director, existing full time faculty are not hired into separate 'positions' but are given additional administrative posts. They revert to their original posts upon expiration of the administrative appointment.

Deans and directors of major stand-alone centers are moved to 'positions' corresponding to those appointments.

Essential points are in **yellow**.

Dear

Thank you for agreeing to serve //OR// I am pleased to offer you the position of...

Full Title. Your appointment to this position is for the **period of xx to xx**¹. In addition, you will retain the status of a tenured [probationary] assistant/associate/ professor of XX. **Continued service, and subsequent reappointments, are at the discretion of the dean.**

Your primary administrative responsibilities will be:

- *Bulleed list of tasks, responsibilities, or strategic areas.*
-

Your current 10 month base salary is \$xx,xxx and that will continue. During the time of this appointment, you will have a 12 month appointment, resulting in an addition of \$xx,xxx in salary (2 months). In addition, you will receive an administrative stipend of \$xx,xxx for the year [or X per month] as well as an allowance of XX for XX [e.g. phone plan, travel funds]. During this period, any raise percentages will be applied to both your administrative stipend and your base salary. **At the conclusion of this appointment, you will revert** to a 10 month salary //OR// If for any reason you revert to a 10 month appointment, your salary will revert to the 10 month base salary.

Your current workload consists of XXXXX [e.g. teaching 4 courses a year at 40% effort, research at 40%, service at 20%]. During the period of this appointment, your teaching responsibilities [if any] will be XXX. *Include any additional conditions or support.* [You currently receive \$xx in <research, travel, development> funding and this will <will not> continue. You will receive X in research funding for assistance in maintaining your research...].

If you have questions regarding the terms of this appointment please let me know as soon as possible. Otherwise, please confirm your acceptance of this offer with your signature.



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Sincerely,

_____ I accept this offer of

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