



**IUPUI**

OFFICE OF ACADEMIC AFFAIRS

### **Template for Chair training in Offer Letter**

When someone is appointed to the position of chair of an academic department, consider including as a condition of appointment participation in campus level educational activities.

The language supposes that chairs are available during summer months for at least some activities.

#### **BRIEF VERSION:**

The IUPUI Office of Academic Affairs presents regular programming for chairs, and around promotion and tenure, and will send you invitations as soon as you are added to the chair listserv and contact list.

#### **LONGER VERSIONS:**

**For external candidates** (that is, someone is being hired from outside to be an IUPUI faculty member and a chair:

IUPUI is committed to fostering the leadership skills of chairs. As you join IUPUI, you will be expected to participate in: new faculty orientation activities (during August and with subsequent programming throughout the first year); sessions for administrators and for faculty on promotion and tenure (a mid-summer Administrators' Update, as well as sessions throughout the year); and chair leadership sessions. The IUPUI Office of Academic Affairs will add you to the chair listserv and the faculty affairs Box account, and will send invitations to all events. Past programming can be seen [here](#)

**For internal appointees** (person has been a faculty member at IUPUI, will now be a chair).

IUPUI is committed to fostering the leadership skills of chairs. As you become an administrator, you will be expected to participate in: sessions for administrators and for faculty on promotion and tenure (a mid-summer Administrators' Update, as well as sessions throughout the year); and chair leadership programming. The IUPUI Office of Academic Affairs will add you to the chair listserv and the faculty affairs Box account, and will send invitations to all events. Past programming can be seen [here](#)

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For questions related to faculty affairs, please contact the  
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