

Letter of Appointment: Faculty Administrator with Tenure

Tenure granted to new faculty members upon their appointment is contingent on Board of Trustees approval and should be so indicated in the letter of appointment.

Date

Candidate Name

Address

City, State Zip

Dear _____:

I am pleased to offer you the position of *[Associate Dean, Chair, Director, etc.]* at Bowling Green State University. In addition, the faculty of *[Academic Unit]* with the concurrence of *[Dean, Chair, Director, etc.]* have recommended that you be appointed *[Associate Professor/Professor]* with tenure. This appointment is contingent upon approval of the Board of Trustees.

Your service is at the pleasure of the *[overseeing administrator]* and continuation of your appointment as *[Position]* is contingent upon satisfactory annual evaluations of your performance and a satisfactory comprehensive evaluation in the *[# years]* of your appointment.

Specific details related to your appointment are as follows *[Clearly specify]*:

- *Salary, stipend....*
- *You may choose a basic office computer from among four predefined configurations: PC desktop, PC laptop, Macintosh desktop, or Macintosh laptop. Your system will be configured with a standard set of software that supports basic functions such as email, web access, telnet access, word processing, spreadsheets, and presentation. Additional equipment will be provided once the needs of the Center have been determined.*
- *Graduate assistants' allocations..... These allocations will be reevaluated for AY XXXX-XXXX.*
- *Support personnel....*
- *Travel allocations....*
- *Operating budget....*
- *Specialized equipment....*
- *Other conditions, special arrangements*

It is our expectation that you will[Clearly specify expectations regarding responsibilities, accomplishments, conditions, etc.]

To accept this appointment, you must sign the acceptance line at the end of this letter and the enclosed contract. The terms of this agreement may not be modified or altered by any oral statements or representations. Be sure to check your payment option in Section 4 of the contract. Please return the originals of this letter and your contract, along with the enclosed Faculty/Staff Employment Record, no later than *[specific date]* to *[specific person/office]*. The copies are for your records.

Each year in mid August, the University sponsors an orientation program to welcome new faculty members and to help them learn about the campus and the community. Sessions relating to health and retirement benefits, campus services, and faculty development, to name a few, are offered at the departmental, college and university levels. The University also provides assistance in access to photo IDs and e-mail accounts. Information about welcoming events the University sponsors to kick off the new academic year will be sent to you at a later date.

I am delighted to welcome you to the faculty of Bowling Green State University and look forward to working with you. I invite you to contact me, *[Chair/Director]*, or members of my staff if we can be of any assistance to you as you begin your new duties.

Sincerely,

[Supervising Administrator]

Concurred:

[Required if start-up costs are incurred]

*Vice Provost for Research and
Dean of the Graduate College*

I accept this appointment:

[Type in appointee's name]

Date

I decline this appointment:

[Type in appointee's name]

Date

Enclosures

copy: *Chair/Director*
Provost and Vice President for Academic Affairs