

Letter of Appointment: Standard for Probationary Faculty

This is the standard letter used for probationary appointments when no special conditions are attached to the appointment.

Date

Candidate Name

Address

City, State Zip

Dear _____:

I am pleased to offer you an appointment to the faculty of Bowling Green State University upon the recommendation of the *[Academic Unit]*. This appointment is for a period of three academic years, *[list academic years]*, at the rank of assistant professor and a beginning academic-year salary of \$____.

In the last year of this three-year appointment, you will undergo a comprehensive review of your record. *[Optional: Dean may specify expectations, e.g., It is expected that you will have established a continuous record of scholarly publications.]* Continuation of your appointment will depend upon satisfactory evaluation of your record in that review. Faculty members are generally considered for promotion to associate professor and tenure in the sixth year of the probationary period.

We offer you a choice of a basic office computer from among four predefined configurations: PC desktop, PC laptop, Macintosh desktop, or Macintosh laptop. Information Technology Services (ITS) configures all systems with a standard set of software that supports basic functions such as email, web access, telnet access, word processing, spreadsheets, and presentation.

To accept this appointment, you must sign the acceptance line at the end of this letter and the enclosed contract, which is the first of three in your three-year appointment. 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,

Dean

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