

Letter of Appointment: Mid-Year Probationary Hire

Mid-year appointments of probationary faculty are discouraged. However, when spring semester is the only feasible hiring date, conditions of the appointment must be reconciled with the faculty review process. A standard, academic-year review cycle helps to ensure that all probationary faculty members, regardless of hire date, receive fair consideration within a common cohort. In order to establish that common cohort for faculty review without violating Academic Charter mandate¹, the new faculty member receives an initial one-semester, nontenure-track appointment at the rank of visiting assistant professor. It is accompanied by a standard three-year probationary appointment effective the following fall semester. The start of the tenure clock is postponed until that fall semester, at which time the new faculty member makes the transition to assistant professor in year one of the probationary period. If summer teaching opportunities are available following the initial spring appointment, the rank is adjusted by contract addendum at that time.

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]*. *Because you are joining the University in the middle of the academic year, you will receive an initial one-semester appointment as a nontenure-track visiting assistant professor with an academic-year salary of [\$_____] for spring [year]. Your probationary period, for purposes of tenure and promotion, starts in [next AY] upon the beginning of your probationary appointment of three academic years at the rank of assistant professor.*

In the last year of your three-year probationary 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 seven-year probationary period.

¹ The Academic Charter states, "the total period of probationary service on a regular appointment to the faculty shall be not more than seven years for an Instructor, an Assistant Professor, and an Associate Professor" (B-I.C, page 6 of 7). Postponing the tenure clock for mid-year appointees until the following fall semester places the new faculty member in a common cohort as it affords him or her the benefit of the full 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. 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