

## **Letter of Appointment: Conditional on Degree Completion**

*A new faculty member in the process of completing his/her terminal degree receives a temporary, one-year appointment with the expectation that the degree be completed no later than the end of the first academic year. The rank of assistant professor and the salary increment will be adjusted through a contract addendum at the beginning of spring semester if the degree is completed during fall or prior to the start of the spring semester. The tenure clock, (i.e., probationary status), however, is delayed until the beginning of the academic year following completion of the terminal degree. On those occasions when the degree is completed prior to, or shortly after, the start of the temporary appointment, the rank and salary will be adjusted and the tenure clock started immediately.*

*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]*. In an effort to get your career at BGSU off to the best possible start in the coming academic year, *[Chair/Director]* and I would like to encourage you to complete your *[terminal degree]* as quickly as possible. Please understand that if we do not receive notification of your successful completion prior to *[last day of temporary contract]*, your employment with Bowling Green State University will terminate on that date.

Initially, a one-year temporary contract at the rank of instructor and an academic-year salary of *[\$\_\_\_\_\_]* will be in effect. Assuming the University receives notification before *[last day of temporary contract]* that all requirements for the *[terminal degree]* are complete, you will be issued a contract addendum effective at the beginning of the semester following our receipt of this verification to adjust your rank to assistant professor with an academic salary of *[\$\_\_\_\_\_]*. At the beginning of the academic year following verification, you will be given a three-year probationary appointment.

In the last year of this initial probationary appointment, you will undergo a comprehensive reappointment review. *[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. 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*