Sample Offer Letter to New Named Appointee (Tenure Track)

[date]

Dear [proposed appointee’s name],

It is my pleasure to inform you that you have been named the [XYZ Professor/Chair in (unit name)]. Your selection for this [professorship/chair] was based upon the recommendation of the [unit] Named Faculty Appointments Committee and the [college] Named Faculty Appointments Committee, and has the approvals of Dean [name], as well as that of [name], Vice Chancellor for Academic Affairs and Provost. Such distinguished named faculty appointments are based upon accomplishments and we recognize that you have indeed made many significant contributions to the [unit name] and College. Congratulations on this well-deserved honor.

This is a [five]-year appointment beginning on [effective date]. The award provides a total annual funding of [$X] for your use in your education, research, and service activities, of which [$X] [is/may be] designated annually as a supplement to your annual salary. (This will be designated as a [salary supplement/salary stipend]. Note that this supplement to your annual base salary will terminate at the expiration of the named appointment.) The stipend and fringe benefits must be paid from your account associated with the named position. [Business manager’s name] in the business office will confirm the account number and account title for your use.

It is important to acknowledge the benefactor who has made this named appointment possible. As specified in Provost Communication #6, “[a]s part of the donor stewardship process, the holder of a named appointment is required to provide information annually about their activities that can be communicated to the donor(s) (or heir(s)).” As the holder of a named [professorship/chair], you will be required to prepare annual correspondence describing your accomplishments of the previous year and how gift funds from your [professorship/chair] made those achievements possible, which will help us communicate with [the donor(s)/heir(s)].

To accept this appointment so that we may finalize the necessary paperwork and begin preparing for a [semester, year] investiture, please sign where indicated on the enclosed copy and return it to my office.

Sincerely,

[unit executive officer’s name]

Accepted:

[appointee’s typed name]

Date