Salary Structure Within the Letters of Offer for Unit Executive Officers

# Nine-Month Service for Administrative Duties

**CONFIDENTIAL**

Address:

Dear [name],

It is my pleasure to offer you an appointment as Head (Chair) of the Department of [department name], effective August 16, [year]. In consideration of your service as Head (Chair), you will receive an administrative increment of [$X] for the (9-month) academic year. In addition, you will receive (spell out any other support commitments, such as one- or two-months summer salary or a discretionary support fund). If you accept my offer, your administrative appointment will require approval by the Board of Trustees.

Along with your new administrative appointment, I propose to increase your academic year (9-month) base salary as (rank) to [$X], to be paid over 12 months, effective August 16, year]. Thus, your salary and administrative increment together will total [$X].

I hope you will accept the challenge of providing leadership to the Department of [department name] and I look forward to working with you.

Sincerely,

[Dean/Director]

I, [Name], accept the above offer.

Signature

Date:

# Twelve-Month Service for Administrative Duties

**CONFIDENTIAL**

Address:

Dear [name],

It is my pleasure to offer you an appointment as Head (Chair) of the Department of [department name], effective August 16, [year]. In consideration of your service as Head (Chair), you will receive an administrative increment of [$X] for the (12-month) academic year. In addition, you will receive (spell out any other support commitments, such as one- or two-months summer salary or a discretionary support fund). If you accept my offer, your administrative appointment will require approval by the Board of Trustees.

Along with your new administrative appointment, I propose to increase your academic year (12-month) base salary as (rank) to [$X], to be paid over 12 months, effective August 16, year]. Thus, your salary and administrative increment together will total [$X].

I hope you will accept the challenge of providing leadership to the Department of [department name] and I look forward to working with you.

Sincerely,

[Dean/Director]

I, [Name], accept the above offer.

Signature

Date: