Offer Letter Template for Clinical Faculty Appointment

Date

Name

Address

Dear Name:

I am pleased to offer you the position of Clinical Assistant Professor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is a twelve- month, non-tenure track appointment at an annual salary of $55,000 to be paid in twelve monthly payments. This is a fiscal year appointment. The appointment will begin on date\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The University of Memphis offers a comprehensive benefits program. To learn more about the employee benefit programs, please visit the web site at <http://www.memphis.edu/benefits/info/faculty.php>.

This offer carries with it a teaching load of \_\_\_\_ courses per academic year and \_\_\_\_\_ course in the summer or fewer courses if significant other duties are assigned. \_\_\_\_\_\_\_courses will be taught during the fall semester and \_\_\_\_\_\_ courses during the spring semester. Teaching loads as stated in this letter may vary subject to Departmental needs.

Add any additional responsibilities of the Clinical appointment,

You will be expected to provide quality instruction both in the classroom and equally important, through your interactions with students for whom you will serve as a mentor. Such instructional activities may include teaching off campus. Your instruction will be evaluated in several ways including formal student surveys and peer visits. Your teaching as well as other contributions to the department and university will be evaluated near the end of the academic year.

The renewal of this appointment will be evaluated annually and will be based upon the following factors: a positive performance evaluation, University funding, and the instructional needs of the department.

Shortly after you return this offer letter, you will be receiving an email from “Data Facts, Inc” asking you to fill out a form to complete the background check for employment.

The foregoing contract terms are contingent upon the approval of the Provost and the President of the University, and the Board of Trustees, if necessary. Please return your acceptance as soon as possible so that processing of your appointment can proceed. You will not be bound to these terms until you accept the formal contract offer.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair

I accept this offer of employment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date