**Sample Tenure Track Offer Letter**

Date

(Insert Salutation) First Name Last Name

Street Address

City, State, Zip Code

(Insert Salutation) Last Name:

I am very pleased to offer you a tenure-track appointment as a(n) (assistant, associate, or full professor) in the Department of at the University of Memphis. The appointment will commence on August , 20. Your compensation package will include a 9-month base salary (institutional base pay) of $ for the fall and spring semesters (to be paid in twelve monthly payments, in accordance to the University of Memphis policy BF4019, with the first monthly payment at the end of September 20 ??).

The research compensation program may allow faculty to supplement their 9-month institutional base pay upon successful solicitation of external grants and contracts. This compensation would come from the salary recovery received by your department as the result of your externally funded research program.

Summer teaching is contingent upon the instructional needs of the Department and minimal enrollment standards, and subject to the discretion of the department chair in assigning summer classes.

Your initial effort allocation will be % in teaching courses, % in research and scholarship *(or creative activity)*, and % in *(provide any details of duties here)*. Course buyouts for funded research are to be a rate of 10% to 12.5% of institutional base pay. Your effort allocation in subsequent years will be determined by the department head (subject to approval by the dean and provost) with a minimum teaching load of two courses per semester. You may also be expected to teach at off-campus sites, depending on department needs. The teaching loads as stated in this letter are subject to your productivity in research and scholarship, as well as the University’s financial resources.

*(If the appointee is expected to develop an externally funded research program include expectations here.)*

The University of Memphis offers a comprehensive benefits program. To learn about the benefits available to faculty, please visit the Human Resources website at <http://www.memphis.edu/benefits/info/faculty.php>.

In addition to a comprehensive compensation package, the University is prepared to offer a start-up package of $ to be distributed over a period of years. These funds will be housed in a departmental account and are expected to cover any personnel costs as well as supplies and equipment for your research endeavors.

*For startup packages greater than $10,000, add the department/school’s expectation of the use of these funds.)*

In addition, the department will provide a moving allowance of $ , subject to applicable taxes. Please sign the attached moving allowance form and return it with this offer letter.

Your contract may be renewed annually, in accordance with university policy, for a maximum probationary period of \_ years. You will be reviewed annually, with an additional review at the mid- point of your probationary period. At the beginning of your last probationary year, you will apply for tenure and promotion. Tenure and promotion decisions will be based upon your contributions in the areas of teaching, research and service and will be governed by guidelines that have been established by the Department, College and University. Tenure and promotion, moreover, are subject to the approval of the Board of Trustees.

To process your appointment, an official transcript is required. Please have the institution that awarded your highest degree submit an official transcript directly to The University of Memphis, Office of Faculty Administrative Services, 374 Administration Building, Memphis, TN 38152-3120.

You will receive an email from “Data Facts, Inc,” asking you to fill out a form to complete a background check for employment.

The foregoing contract terms are contingent upon the approval of the Provost, 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.

Sincerely,

Chair’s Signature (if applicable) Chair’s Name (if applicable)

Dean’s Signature (include only if your Dean’s Name (include only if your College/

College/School requires Dean’s signature) School requires Dean’s signature) I accept this offer of employment.

(Insert new hire’s name here) Date