

DRAFT OFFER LETTER
Tenured and Tenure-Track Faculty

January 15, 2017

Jane Doe
University of California, San Francisco
555 Mission Bay Blvd., S
San Francisco, CA 94143
jane.doe@ucsf.edu

Dear Jane:

On the recommendation of the Department of Biology, College of Arts and Sciences at XXXX University, I am pleased to extend an offer of employment to you as an Assistant Professor in Biology, beginning with the 2017-2018 academic year.

This offer includes the following:

- Your salary for the 2017 - 2018 academic year will be \$XX,XXX.
- The College of Arts and Sciences will provide \$XX,XXX in start-up research funds. This support from the College is intended for start up of your research program over the first two years of your faculty appointment, through August 31, 2019. No College start-up research funds carry over to support your research after the first two years of your faculty appointment.
- You will receive a one-course release from teaching in the first year, 2017-2018, to support the development of your scholarship program. Therefore, in academic year 2017-2018, you will be teaching 5 courses over three quarters.
- You will be eligible for benefits as specified in Section X.X.X of the *Faculty Handbook* which can be found at [website]

You may also be eligible for the University's housing rental or purchase assistance programs for tenured and tenure-track faculty. Enclosed is a copy of the governing document for the housing assistance programs. If you have questions about the program, please contact Petunia Doormat in the Provost's Office at (789) 555-1234.

This faculty appointment is subject to the applicable terms and conditions set forth in the *Faculty Handbook* as amended from time to time, the protocols of the College of Arts and Sciences, and such special rules and regulations as may be promulgated. These documents are available for review in the Dean's Office and in each departmental office.

The Provost requires that official transcripts confirming that the highest degree has been awarded be on file before the beginning of the 2016-2017 academic year. Please ask PhD University to send the transcript directly to my office.

This offer is contingent on your ability to provide documentation that supports your legal right to work in the United States at XXXX University.

Please record your acceptance of these terms and conditions by signing in the space indicated below and by returning this letter to this office not later than 5:00 PM on Friday, February 5, 2017. You may send a signed PDF copy by the deadline, or sooner, and then send the signed original by regular mail. If you accept the position, a formal letter of appointment from the Provost will be sent to you in May 2017. The department chair will be contacting you regarding other matters pertaining to your appointment.

With all best wishes, I remain

Sincerely,

John Smith
Dean, College of Arts and Sciences

Accepted: _____

Date: _____