

University Letterhead

May 1, 2018

First name Last name

Current University address

Dr XXXX,

This letter supersedes your letter of appointment dated April 7, 2018 and the first superseding letter of appointment dated April 27, 2018, modifying your appointment start date from the first day of classes of the fall semester 2018 to the first day of classes of the spring semester 2019, and as a result, also modifies your appointment length to three and a half years, ending on the date after commencement in the spring semester 2022, and your academic year salary to be paid in monthly installments beginning on January 31, 2019. All other terms from the original letter and the first superseding letter of appointment letter remain unchanged.

Based on the recommendation of the chair and the departmental committee, and with the approval of Provost XXXX and President XXXX, I am pleased to offer you the position of XXXX, Assistant Professor in the Department of Chemistry and Biochemistry. This tenure-track appointment is for three and a half years, beginning on the first day of classes of the spring semester 2019, and ending on the day after commencement in the spring semester 2022. Your academic year salary of \$87,000.00 is payable in monthly installments beginning on January 31, 2019. You will ordinarily be reviewed for reappointment in the third year of your appointment.

As a full-time faculty member at the University of XXXX, you are eligible for many employee benefits. Please consult the Human Resources website at ____ for more information.

Any appointment of one semester or longer is contingent upon the successful completion of a background check and verification that you are authorized to work in the United States. Criminal convictions are not a bar from employment, and will be examined on a case-by-case basis.

If needed, the University will assist you in obtaining the appropriate visa. Please note that the visa application is a time-consuming process, and therefore it is important that you contact my office as soon as you accept the contract so that the University can begin the necessary paperwork. If an H-1B petition is necessary, we will cover the cost of the necessary filing fees.

You agree during the term of the appointment to full-time service to the University. Your appointment to the faculty at XXXX is subject to the University *Academic Articles*, including any future amendments thereto. In addition, you agree to abide by the rules, regulations, and policies of the University (as issued occasionally by departments, colleges, the provost or human resources, and including the rules, regulations, and policies set forth in the Faculty Handbook) and, by personal conduct, to promote the principles and ideals for which the University Stands. This appointment letter, together with the University's *Academic Articles*,

constitutes the entire contract of employment with the University of XXXX. With the exception of the *Academic Articles*, which may be amended according to the process set forth thereto, the terms of this contract may not be amended or altered without my approval as dean.

The Department of Chemistry and Biochemistry and/or the University have agreed to the following items related to your appointment:

- In order for you to build a world-class research program, the College of Science and the University will provide you with an attractive start-up package. We will provide you with a startup fund of \$980,000.00. These funds can be used for up to three months total of summer salary during the first two years of your appointment (no more than two months in any one summer). The distribution of these funds is approximately \$350,000.00 for equipment, \$60,000.00 for imaging core use, \$280,000.00 for personnel (your summer salary, postdoctoral or technician salaries, graduate student summer stipends), and \$290,000.00 for supplies (for the use of other core facilities, consumables, software, travel and other needs). These funds can be expended up until the time of your tenure and promotion decision, with any residual retained upon approval of the Office of the Dean. In addition, in the first few years of your appointment, the department will provide financial support for your graduate students. Specifically, up to three of your graduate students per year for the first four years of your appointment may be covered over the academic year as teaching assistants. It is expected that you transition your students onto external funds as they become available.
- You will be provided approximately 1,200 square feet of wet laboratory space on the first floor of XXXX building. This space will be configured for biochemical research, comprising 7-8 laboratory benches, and including separate tissue culture facilities and an enclosed room for advanced microscopy, together with a separate faculty office and desks for students and laboratory staff – all signed per institutional guidelines, safety regulations, and with the approval of the director of the XXXX Institute.
- The University will purchase an advanced microscope which is required for your research needs, with an estimated cost of \$410,045.00, plus an estimated \$62,000.00 to extend the service contract/warranty for five years. This microscope will be sited in XXXX building near your laboratory and will be a component of the University Core Imaging Facility. You and your research team will have access to the instrument via hourly charges at rates established by core personnel and the director of the Imaging Facility.
- You will be expected to teach regularly. The traditional teaching load in the Department of Chemistry & Biochemistry is one course per semester, adjusted for circumstances by the Department Chair.
- The XXXX Assistant Professorship is awarded for a maximum of five years (contingent upon reappointment at year three), or until you are granted tenure, whichever comes first.
- In addition to your academic year salary, this junior professorship will provide you with a full two months summer salary per year. There will also be a special annual allocation to a professional and research activities fund. The allocation for the academic year 2018-2019 is \$26,000. Any unspent balance will carry forward from year to year and will be added to the new deposit. The XXXX Assistant Professorship guidelines stipulate that this fund may be used to cover professional related expenses such as instrumentation, travel to professional meetings, research assistants, release time, funding of summer research at other institutions, and child care (foreign travel and research abroad are excluded).

To accept this offer, please sign below and return a copy to my attention. If I have not received a signed copy of this letter by May 4, 2018, this offer is rescinded.

We are pleased to offer you this appointment and look forward to welcoming you to the faculty at the University of XXXX.

Sincerely,

Dean

Title

I hereby accept an appointment to the faculty at the University of XXXX under the terms and conditions outlines above and as set forth in the University's *Academic Articles*.

Signature

Date