

Sample Offer Letter

Office of the Chairman

2017

Dear ____:

It is with great pleasure and enthusiasm that we offer you the position of Assistant Professor in the Department of ____ at the University ...[a medical school]. This is a twelve month appointment on the tenure track. The date of your appointment will be determined by mutual agreement with the chair, although we anticipate a starting date of on or near ____ 2017.

Salary. Initially, you will receive a salary of \$105,000 per fiscal year derived from the general revenue budget of the department. This amount is guaranteed by the Department until such time that you will be able to generate salary contributions from your grant support. Salary increases are awarded through the annual budget cycles of the university and are determined by local as well as legislative decisions. It is expected that 30% of your salary should ultimately be derived from grant funds. Should you successfully recover greater than 30% of your salary, we will negotiate several options to adjust your salary with the overage. Such adjustments must be consistent with the pay plan of the university.

Benefits. Your appointment comes with a variety of benefits that are described at [web site]. These benefits include premium sharing towards health insurance for faculty and family. There are dental, vision, accident and life insurance programs and a [state government] contribution of 6% for a [retirement program]. The department will reimburse you for out-of-pocket expenses for health coverage from your start date until the university plan becomes active (typically 90 days from start).

Moving Expenses. The university will reimburse you up to one month's gross salary for your household move.

Laboratory/Office Space. You will be provided approximately 1000 square feet of laboratory space. In addition, you will be provided an office of approximately 130 square feet. You will also be provided with up to \$200,000 for renovations/furnishings of lab and office. As a member of the department, you will have access to all departmental core facilities.

Personnel. As discussed, we will pay for a Postdoctoral Fellow for up to two years to commence any time during the three-year start-up period. The person in this position will be compensated at the appropriate NIH pay level and will have full benefits for that position. If so desired, a graduate student or technician can be hired in place of the Postdoctoral Fellow. We will also provide you a full-time technician for up to two years to commence any time during the three-year start-up period. For the Postdoctoral Fellow and technician, we cannot guarantee support after the first three years of your appointment. If you are successful in securing grant funds prior to the end of your first two years, it would be our expectation that you would pick up the salary of one or both of these individuals. Finally, in addition to the front office, you will have access to an assistant shared with a subset of your colleagues.

Equipment/supplies. The department will equip your lab in accordance with the list you

provided. The dollar figures for the items are estimates and it is the equipment list that is guaranteed. Should we have items in our inventory of adequate capability and condition as determined by mutual agreement, we will substitute for items on the list.

Teaching/service. You will be excused from teaching for your first year although it is recommended that you become involved in graduate teaching as soon as possible for exposure to prospective graduate students. After this grace period, you may be called upon to give select lectures in the Medical and Dental Physiology courses. Every effort will be made to excuse you from service on committees for your first year, although your membership on select departmental committees will be requested since your input as a new faculty member of the department is considered invaluable.

Promotion and Evaluations. As per departmental policy, you will be evaluated yearly by the departmental Promotion and Tenure Committee, as well as the chair. Promotion and Tenure decisions will be based on a balanced consideration of your research program (funding, publications), service (department, institution, and national peer review opportunities), and teaching. Additional information regarding tenure policy and promotions can be found on the university website in the [university's handbook of operating procedures].

Final appointment is contingent upon the approval of the President of the [university]. If you agree to accept this offer, please sign below and return by ____ 2017.

_____, we are absolutely thrilled that you are considering joining our faculty in _____ here in _____. I am pledged to do whatever is necessary to make the initiation of your independent career as smooth and productive as possible. Your new colleagues here are extraordinarily excited about the assets that you will bring to the department and are committed to the development of your academic prospects in our midst. As you know, we are in a growth phase and I look forward to your input in shaping the future of our department.

Sincerely,
Chair, Department of _____

I accept this offer as presented above:

xxxxx, Ph.D.

Date