Instructions:

(1) Attach the completed draft letter to the Request to Make an Offer form, and then after the verbal offer is accepted, (2) email an electronic copy of letter in Word to Lori Hudspeth at lorih@uca.edu and Laura Young at lyoung@uca.edu. The letter will be mailed/emailed by the Provost’s office.

 Date

Name and Address

Dear \_\_\_\_\_\_\_\_\_\_\_,

I am pleased to offer you a position in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the following terms:

1. The position is Assistant Professor. Your employment will begin with an effective date of August 16, 2014 and will end on May 15, 2015.
2. Your nine-month salary for the academic year will be $\_\_\_\_\_\_\_\_.
3. An official transcript showing your \_\_\_\_ degree must be received before August 1, 2014.
4. You are eligible for the benefits package provided to full-time employees at UCA. Please see the Human Resources site at [www.uca.edu](http://www.uca.edu) for further information.
5. Please know that I am required to state that this offer is subject to the final approval of the President and Board of Trustees; however, I anticipate no problems in finalizing your employment and expect that we will be prepared for you to begin work on August 15, 2014.
6. You are entitled to a full benefits package, and all other rights and privileges available to regular faculty. You will be eligible to apply for tenure and promotion under standard conditions described in the University of Central Arkansas Faculty Handbook.
7. [*Only include if applicable --*  You have been awarded \_\_ years toward [tenure or tenure and promotion or promotion only] as allowed by the UCA Faculty Handbook.
8. [*Only include if applicable* --To facilitate your research, the university will purchase up to $\_\_\_\_\_ in needed equipment [and software]. The assets will remain the property of UCA. The funds may need to be distributed over the course of your first [two] years.
9. [*Only include if hiring of non-US citizens --* This position is contingent upon your ability to hold employment in the United States. Documentation will be required as evidence. At the appropriate time and upon mutual agreement between both UCA and you, UCA will initiate the application process for a green card.]

If you agree to these terms, I ask that you sign and return this agreement within five business days of receipt of this letter.

Sincerely,

Steven W. Runge, Ph.D.

Executive Vice President and Provost

I agree to accept this position under the terms detailed in the preceding paragraphs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Candidate]