Offer Letter

(Date)

Name

Address

City, State Zip

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

1. Your position is a tenure-track Assistant Professor of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your employment will start in the fall semester of 2014 with an effective date of August 16, 2014.
2. Your nine-month salary for the academic year will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. An official transcript showing your doctoral award must be received before August 16, 2014.
4. 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 standards conditions described in the University of Central Arkansas *Faculty Handbook.* [If credit is given toward promotion and/or tenure, please include appropriate statement here.]
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 16, 2014.

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

On behalf of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I want you to know how much we look forward to you joining our department this coming year. I believe that you will enjoy working here at UCA and we look forward to your contributions to this University.

Sincerely,

Chair

I agree to accept the position of Assistant Professor in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the terms detailed in the preceding paragraphs.

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