Draft Offer Letter (to be mailed 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. This offer is for a nine-month, tenure-track Assistant Professor position. Your employment will begin with an effective date of August 16, YYYY.
2. Your nine-month salary for the academic year will be $\_\_\_\_\_\_\_\_.
3. An official transcript showing your \_\_\_\_ degree must be received before August 1, YYYY.
4. You are eligible for the benefits package provided to full-time employees at UCA. Please see the Human Resources site at <https://uca.edu/hr/> for further information.
5. You are entitled to 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. You will be eligible to apply for tenure and promotion in the fall of (ENTER SEMESTER).
6. 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, YYYY.
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.]
10. [*Only include for ABD candidates*: Your salary will be increased by $1,000 upon completion of your terminal degree and your rank will be assistant professor. Please note the following terms per the UCA Faculty Handbook: Initial appointment of faculty without the doctoral degree in a tenure-track position will be at the instructor rank. Any instructor with a tenure-track appointment will be changed to assistant professor contingent upon receiving the doctorate or appropriate terminal degree (with proof of completion), before the end of the first semester of employment. If the doctorate is received after the first semester but before the start of the next academic year, conversion to assistant professor will be effective with the start of the next academic year. Completion of the terminal degree must occur within [\_\_\_\_\_ (not to exceed three)] semesters of the date of initial appointment.

If you agree to these terms, I ask that you sign and return this agreement via regular mail and via email to Lori Hudspeth at lorih@uca.edu within five business days of receipt of this letter.

Sincerely,

Patricia S. Poulter, EdD

Provost and Executive Vice President

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

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[Name of Candidate] Date