**Associate Dean Offer Letter Template**

Date

Faculty Name Address

City, State, Zip

Dear Dr./Mr./Mrs. Last Name:

It is my pleasure to offer you the position of Associate Dean of the College of name of college at the University of North Texas. Your appointment will start on month, date and year for a four-year term through XX/XX/XXXX. The Associate Dean position is a 12-month administrative appointment with a 12-month salary, accruing both vacation and sick time. There are required forms to complete and submit to the departmental administrative assistant for entry into the EIS system when vacation or sick leave is used.

For the current academic year, your nine-month base salary will be $amount, and your annual salary will be $amount. As Associate Dean, you will also receive an augmentation to your salary during the administrative appointment. The monthly augmentation for this appointment is $amount per month which you will receive in addition to your monthly salary.

It should be noted that any administrative appointment is at the pleasure of the Dean and reappointment is contingent on satisfactory evaluations by the dean. In the event that the administrative appointment changes, your appointment would revert to a nine-month status as a faculty member of the Department of name of department at the rank of Rank with your corresponding nine-month base salary plus any adjustment which may have been applied to your base salary during your service as the Associate Dean.

As Associate Dean, you are expected to have a workload for teaching and research as appropriately established through discussion with the Dean.

If you accept this offer, please sign this offer letter and return it to me by month, date and year.

Thank you for your continued serviced to the College and the University. I look forward to working with you in the coming years.

Sincerely,

Dean’s Name

Dean, college/school

Signature Date

Name (printed)