**Department Chair Tenured Offer Letter Template**

Date

Faculty Name

Address

City, State, Zip

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

It is my pleasure to offer you an appointment to the position of Chair with the Department of name of department at the University of North Texas. This letter confirms that you be appointed at the rank of associate/professor with a twelve-month base salary of $amount for the academic year 20XX-20XX.

For payroll purposes, your appointment begins September 1, 20XX and continues through August 31, 20XX and you are required to attend New Faculty Orientation on August XX, 20XX and any college, department meetings the week prior to the first day of class. These events serve as both orientation and an opportunity to become part of a community of teachers and scholars.

The Provost and Vice President for Academic Affairs will recommend to the Board of Regents at its next meeting that you be granted tenure with your initial appointment.

Your term as Chair of the Department of name of department is a four-year term that will begin on 09/01/20XX and continue through 08/31/20XX, subject to satisfactory annual performance, with the potential for renewal for subsequent terms of appointment as Department Chair. For detailed information about the annual evaluation and reappointment of academic administrators, please see UNT Policy 06.007 ([Full-time Faculty and Academic Administrator Annual Review, and Academic Administrator Reappointment | University Policy Office (unt.edu)](https://policy.unt.edu/policy/06-007)). As true in any administrative appointment, you serve at the pleasure of the University. At such time as you would leave the chair position and return to faculty, your salary as associate/professor would be reduced to a nine-month pay basis of $amount with the addition of any merit increases received during your appointment as chair calculated on the nine-month base salary, and contingent upon the provisions outlined in university policy 06.009 “Tenured Administrators Returning to Full-Time Academic Status.”

Your workload assignment will be set through consultation with the Dean based on departmental and college guidelines and university policy ([https://policy.unt.edu](about:blank)). The allocation of effort for the primary responsibilities of teaching, research, and service may be revised during the term of your employment. Faculty are expected to deliver instruction utilizing various modes, including teaching in person, on-line, or hybrid, as required by program needs and through consultation with the department chair.

We are thrilled that you have made the decision to join our faculty and we are committed to your success. Listed below are the benefits and resources offered to you as a new faculty member:

*Add any additional information regarding funds, salary, and/or reimbursements, if applicable:*

* You will receive an augmentation for serving as chair, which is based on the number of faculty in the department as of September 1 each academic year. The current augmentation for the department is $amount per month, which calculates to $amount per year.
* Start-up funds of $amount will be available for your scholarly, creative and instructional activities, and should be expensed by xx/xx/xxxx. Equipment to be purchased pursuant to UNT policies and procedures. If equipment purchase is funded from HEF funds, please add: If start-up is funded with HEF funds, additional restrictions or guidelines may apply.
* You will receive $amount in salary for the summer 20XX.
* You will receive a relocation allowance of $amount for your move to the Denton area. Please note federal income, Social Security and Medicare taxes will be deducted from your relocation allowance.
* You will receive $amount travel allowance for attending professional meetings.

Start-up funds and other financial commitments will be reimbursed to the department’s budget. In making expenditures and filing for reimbursements, you will need to comply with requisite State of Texas, university and departmental procedures, guidelines and protocols.

A substantial benefits package that includes participation in a retirement program is provided with your position. Insurance coverage by the University of North Texas requires a 60-day waiting period from your hire date. Insurance coverage will be effective the first day of the calendar month following completion of the 60 days. Given the mandated 60-day waiting period for health coverage after joining UNT, the university will reimburse you for the cost of an equivalent policy covering you and your family for 60 days or until coverage as a UNT employee begins. The reimbursement amount may not exceed the state/employer contribution rate for the selected coverage level effective at the beginning of your employment. Original receipts indicating payment must be provided to the name of department in order for you to receive the insurance reimbursement. If you are transferring directly from a benefits-eligible position with another Texas state agency, please contact [hrbenefits@untsystem.edu](mailto:hrbenefits@untsystem.edu) to initiate the process of continuing your insurance coverage at UNT without the 60-day waiting period. This position participates in a retirement program effective on your date of hire (please go to <http://hr.untsystem.edu> for additional details).

This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. You will not be permitted to work at UNT without proper authorization and you will be responsible for providing the institution with verification that such authorization has been obtained on or before August 14, 2019 (or earlier if faculty are expected to report to UNT before this date). Should you become ineligible or unavailable to continue your faculty appointment at any time because of your immigration status, your employment may be terminated immediately in accordance with federal and state law and university policy.

Employment at UNT is contingent upon a satisfactory criminal history check. If the results of the criminal history check indicate that you would be unable to successfully fulfill your responsibilities, you will be notified, and this offer will become null and void.

Prior to your first day of employment at the University of North Texas, official transcripts for your highest degree completed must be on file in the departmental office and in the Office of the Provost and Vice President for Academic Affairs. Please have them sent at your earliest convenience, if you have not already done so.

I wish to call your attention to the enclosed New Faculty Offer Letter Addendum. It is included to make you aware of selected university policies, procedures, and expectations that relate to new faculty. This information should help acclimate you to the UNT community.

You are an important addition to the University of North Texas faculty, and I hope the terms of this offer are satisfactory to you. If you have any questions, I urge you to contact me at area code and phone number (Dean’s number), or the departmental administrative assistant, Ms./Mr. name of AA, at area code and phone number, or anyone in the dean’s office, at area code and phone number.

This letter will serve as assurance of this institution’s commitment to your appointment in accordance with the described terms. No previous written or oral commitment will be binding on the University except as specified in this letter.

Please respond to this offer by signing in the space provided and returning it by month, date and year (14 days from date of offer letter) to: [Academic.Resources@unt.edu](mailto:Academic.Resources@unt.edu).

Welcome again to the UNT family, and I look forward to working with you in the coming year.

Sincerely,

Dean’s Name

Dean, college/school

Enclosures

I accept the offer as described in this letter and authorize the University to conduct a criminal history check.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Required for criminal history check****:*

*Please list below all countries in which you have lived during the past seven years for criminal history check purposes (i.e. United States, China, England, etc.).*

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