**Internal Appointment Letter to Department Chair**

Date

Faculty Name Address

City, State, Zip

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

It is my pleasure to offer you an appointment to the position of Interim 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 assistant/associate/professor with a twelve-month base salary of $amount for the academic year 20XX-20XX. In addition, you will receive a monthly augmentation which is based on the number of faculty in the department as of September 1 of each academic year. The current augmentation for the Department of name of department is $amount per month, which calculates to $amount per year. Your workload includes responsibilities related to administration, teaching and research.

With reference to administration responsibilities, you will have several administrative duties including, but not limited to, new faculty hiring, faculty mentoring, directing faculty and staff activities and building undergraduate and graduate programs in the department. We expect you to continue the development of the Department of name of department as a well-recognized program in the region and state, as well as continue to be highly ranked in the nation.

Your teaching responsibilities will be comparable to those of other Department Chairs in name of college and may include service of mentoring students. Your teaching load will be a total of two classes per Academic Year. Consistent with other Tier 1 research institutions, your workload will also include a portion of your time to conduct research. You are expected to maintain your active research agenda with publications in reputable and high impact peer-review journals and extramural grants and/or contracts when feasible. The grant and contract work could be in collaboration with other faculty members and in cooperation with municipalities and agencies locally, regionally or in the state.

At such time as you would leave the chair position and return to the faculty, your salary as an assistant/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.” Further, if you were to return to the faculty after serving as Chair, you would have additional research and teaching expectations as a tenured faculty member that will be assigned by the new Department Chair.

During the academic year there will be other announced mandatory training sessions that will be very useful to you, and your participation will be expected. Your chair duties will begin on month, date and year.

 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 to the Dean, College of name of college.

I look forward to working with you in the coming year and/or other closing or personal remarks.

Sincerely,

Dean’s Name

Dean, college/school

Enclosures

I accept the offer as described in this letter.

Signature Date

Name (printed)