**Internal Appointment Letter - Associate Dean**

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. The Associate Dean position is a 12-month administrative appointment with a 12-month salary, accruing both vacation and sick leave.

For the current academic year, 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. At such time as you would leave the Associate Dean position and return to faculty, your salary as 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 Associate Dean 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.”

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)