**Tenured/Tenure-Track Offer Letter Template**

Date

Faculty Name Address

City, State, Zip

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

It is my pleasure to offer you an appointment to the faculty of the Department of name of department at the University of North Texas. This letter confirms Dr. name of chair recommends that you be appointed as a/an assistant/associate/professor with a nine-month base salary of $amount for the academic year 20XX-20XX. You are expected to attend New Faculty Orientation in August and your college/school or departmental faculty orientations and/or required faculty meetings. 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 class duties will commence on January 16, 2018 or August 27, 2018.

Add any of the following additional information regarding funds, salary, and/or reimbursements, if applicable:

* You will receive a supplement of $amount for serving as title.
* Start-up funds of $amount will be available for your scholarly or creative activities, and should be expensed by xx/xx/xxxx.
* The amount of $amount will be available to meet your office computing needs.
* We will provide $amount in salary for the summer 20XX.
* We will provide a reimbursement of up to $amount for moving expenses. Moving expenses must be incurred within one year of your start date.
* You will receive $amount travel allowance for attending professional meetings. Add one of the following two options below for tenured/tenure-track appointments:

Add the following statement if any of the above additional information was added to the offer letter: Start-up funds and other financial commitments will be reimbursed to the department’s budget as expenses are incurred. In making expenditures and filing for reimbursements, you will need to comply with requisite State of Texas, university and departmental procedures, guidelines and protocols.

Tenure-track appointments:

This is a tenure-track appointment. This appointment will be reviewed and may be renewed annually by the University during the probationary period**,** which will normally not exceed 6 years. Assuming full completion of the standard probationary period, a decision concerning your tenure will be made no later than May 31, 202x. However, your probationary period may be extended in accordance with university policy and in this event the decision date regarding your tenure will be extended accordingly. You may also apply, in consultation with your department, for early promotion and tenure when warranted by outstanding performance.

Tenured appointments:

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.

Add this paragraph if the tenure-track appointment is being made contingent upon receipt of the terminal degree:

Should you be unable to complete your degree by your UNT employment start date, your appointment will automatically revert to a temporary annual appointment at the rank of instructor. The instructor appointment will not count toward tenure. As an instructor, you will receive a nine-month base salary of $amount. Your rank and salary will change at the beginning of the next semester following confirmation that all requirements for the terminal degree have been completed; however, your tenure clock will not begin until the fall semester following confirmation of the terminal degree. Should the degree not be completed by May 31, 20XX (or other specified date), this appointment will terminate May 31, 20XX.

For Associate or Assistant Professor appointments hired without tenure, please add the following: You will receive a Junior Faculty Summer Research Support Award based on your eligibility as a newly hired junior faculty member. You will receive $5,000 in the form of summer support for 20xx from the Office of the Provost and Vice President for Academic Affairs. This award may be used for summer salary, equipment, travel, etc. as you deem appropriate. The expectations for these summer support funds are that they be applied to activities that help you jumpstart your scholarly efforts here at UNT. Upon request, this award may be deferred until the summer of 20xx. To be eligible to receive this fellowship, employment must be continued at UNT during 20xx-20xx. All funds should be expensed by the end of year two (August 31, 20XX).

If you choose to receive this award in the form of compensation, your department will prepare the paperwork to authorize your salary for the 20xx summer period. Under the terms of the fellowship, the combined total of all funds received from UNT during the summer period may not exceed one-third of your nine-month salary.

For Assistant Professor appointments hired without tenure, please add the following: You will be eligible to apply for a $1,000 award towards participation in a top national or international conference, performance or showcase venue, most relevant to your field, to be used during either the second- or third-year of your appointment. Your application should be submitted at least two months prior to the conference. You are expected to make a presentation of suitable nature in your field (i.e., a talk, performance, display artwork) at the venue as well as begin to form the networks and collaborations that are instrumental to becoming more visible in your field and aiding you in a much stronger career trajectory towards success. You will be expected to complete a brief report within 4 weeks of returning from this conference.

Additionally, following a successful completion of your third year review, you will be eligible to apply for $4,000 towards a ‘Creative and Research Enhancement Activity Time for Engagement’ *(*CREATE) award where you will spend at least 4 weeks engaged in research and creative activity with a new collaborator at the new collaborator’s home institution. The location must be outside of the DFW area. The project should be in a new area of research and creative activity and not be a continuation of your doctoral project. CREATE is not provided for teaching or service activities or development. An additional $1,000 will be provided if you pursue CREATE at an institution that is considered to be in the Top 20 of your field (documentation demonstrating this will be required). Your application should be submitted at least two months prior to the proposed CREATE period. Two brief reports detailing your activities and the scholarly or creative output you produce as a result of the CREATE visit will be required; the first within 4 weeks of your return and the second within 1 year.

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 January 16, 2018 or August 14, 2018 (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.

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.

Add this paragraph if paid health coverage is an option:

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.

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.

Add this paragraph if the appointment is less than 12 months:

You have an option to request that your nine month salary be spread over 12 months. If you choose this option, IRS regulations require you to make a written election prior to any work being performed. To ensure we meet this criterion, you must submit the enclosed Annualized Compensation Election form no later than January 16, 2018 or August 17, 2018.

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.

Please understand that the information in the addendum is also subject to being revised or updated by the university in the future. Please note that the provisions appropriate for you will govern your appointment and future revisions or updates may apply to you as well. If you have any questions, I urge you to contact your chair, Dr. name of department chair at area code and phone 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 and the attached addendum 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 and attached New Faculty Offer Letter Addendum.

I am enclosing two copies of this letter, the Faculty Criminal History Check Authorization Form, the Annualized Compensation Election form, and the New Faculty Offer Letter Addendum. Please respond to this offer by completing the release form and by signing one copy of this offer letter in the space provided and returning both documents by month, date and year (14 days from date of offer letter) to:

Melissa DeLozier

Office of the Provost and Vice President for Academic Affairs 1155 Union Circle #311190

Denton, Texas 76203

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 and as governed by the appropriate provisions of the New Faculty Offer Letter Addendum and authorize the University to conduct a criminal history check.

Signature Date

Name (printed)