OFFICE OF THE DEAN 

**Tenure-Track Faculty Offer Letter Template**

**Updated 2/1/2018**

**Departments must consult the Dean of Faculties website (**[**http://dof.tamu.edu**](http://dof.tamu.edu)**) for the latest procedures, updates of required documents, and required language.** This is the suggested language for all faculty offers in the College of Liberal Arts. The head has the option to include additional relevant information as necessary with review by the Office of the Dean.

The headings below are for structure only and should not be used in your offer letter. Please make sure that there is at least one paragraph of text on page with the signatures.

**Template for faculty offers to tenure-track faculty**

I am pleased to confirm in writing our offer of a ***tenure-track XXX Professor*** position in the Department of XXX, at Texas A&M University (TAMU). You will receive one month of salary ($XX,XXX) to facilitate preparation for classes and become familiar with department procedures if you are in residence and can begin employment on August 1, 201X. Your annual full-time nine-month appointment for FY 2015 will commence on September 1, 201X at a salary of ***$XX,XXX ($X,XXX/month).*** Upon acceptance of this offer, your employment will require further and final administrative approval.

 [If PhD is pending include specific detail about title, salary, and conditions. See DOF Hiring Guidelines for suggested language.]

In accordance with AAUP policy, tenure-track assistant professors have a seven-year probationary period. During your probationary period, you will be evaluated annually on your performance in the areas of research, teaching, and service. Assuming your contract is renewed your annual review letter will indicate whether you are making satisfactory progress toward tenure. A more comprehensive evaluation, which includes independent review by the Dean’s Advisory Committee and the Dean, will be conducted in your third year during **[specific semester/year]**. Successful completion of the third-year review will allow us to provide a research semester in your fourth year during which you will have no teaching obligations but normally will be expected to meet all other on-campus responsibilities.

Your mandatory review for promotion to associate professor with tenure will occur during the **[specify semester/year]**. The College of Liberal Arts’ “*Procedures for Review, Tenure, and Promotion*” describes the promotion process in detail for the annual, third-year, and sixth-year review processes. This document is available at: <http://liberalarts.tamu.edu/faculty-staff/faculty-resources/> .

[Specify details about previous years of work that will be allowed in particular years of credit towards tenure and specification of any work that will not be included in the tenure window.]

Duties

[Outline teaching and teaching load, research, and service duties.]

Start-Up

[Provide specific details on all commitments of start-up funding that will be included on the *New Faculty Start-Up Request for Tenured-Tenure Track Positions.* Review College Guidelines for Requesting and Accessing Start-Up Funds.]

* Allowable uses for start-up funds include:
* Research equipment and supplies
* Graduate assistant or undergraduate assistant support
* Subject costs and travel support

Start-up funds do not have to be spent in the year in which they are made available and will remain in a college reserve account for one year after the year they become available. All start-up funds must be expended within one year after the last allocation. Requests for deferred expenditures beyond the one-year period will require approval from the Office of the Dean. Each September you will be required to submit a report to the Dean detailing the use of the start-up funding during the previous fiscal year. Funds for the new year of start-up will not be transferred unless the balance of the previous year’s allocation is less than 20%. Any changes to the use of start-up funding detailed in this offer letter will require prior written approval from the Office of the Dean.

A one-time payment of $x,xxx will be provided to you to cover moving expenses and other considerations with your relocation. The relocation allocation is payable once you have arrived on campus and fully processed as a new employee after your official start date. The payment will be regarded by the U.S. government as taxable income. Please consult with a tax expert if you have questions or concerns.

Benefits

General benefits information, insurance, and retirement information can be found under the Benefits tab at the TAMU Human Resources website: <http://employees.tamu.edu/>. New employees are eligible to enroll in health and basic life insurance coverage on the first day of employment. By state law, however, the State Group Insurance Premium (SGIP) portion of the monthly premium will not begin until the first month after your 60th day of employment. If you have any questions about the benefit package please feel free to contact me.

Upon acceptance of this offer, your employment will require further and final administrative approval. This offer is contingent upon your ability to provide employment eligibility documentation to work in the United States as required by federal law. In addition, the approval of this offer is also contingent upon the successful completion of the degree verification and criminal background check processes, and your compliance with the Selective Service law if applicable to you. In order to help expedite the administrative approval, [place hiring coordinator’s name here] will email the Degree Verification form to you. Please complete, sign and return this form to [place hiring coordinator’s name here] upon acceptance of this offer. For all degree(s), please proceed with requesting the official transcript from the institution and request that they are mailed in a sealed envelope directly to the Dean of Faculties, Texas A&M University, 1126 TAMU, College Station, Texas, 77843-1126. Instructions for the criminal background check are attached explaining how this process will be conducted. This offer will not become final until the degree verification and criminal background check have been successfully verified and cleared by the Dean of Faculties Office.

Thank you very much for considering this important position in the College of Liberal Arts and the Department of XXX. I am impressed by you and your accomplishments and I believe that you have much to offer. I hope that you will accept this offer and I would appreciate a decision from you by [date]. If you have any questions, please do not hesitate to contact me at [head email] or 979-phone or [list an associate head or staff member that will provide information and guidance [name, email and phone].

If you accept this appointment as described herein, please indicate by signing below.  Retain a copy and return the original to my attention.

Sincerely,

Name

Head, Department of XXX

Accepted:

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Name Date

CLLA Review: \_\_\_\_\_\_\_\_\_\_\_\_\_