OFFICE OF THE DEAN 

**Tenure-Track Faculty Offer Letter Template**

**Updated 3/04/2021**

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 Assistant Professor* position in the Department of XXX, at Texas A&M University (TAMU). You will receive one month of summer salary ($X,XXX) in 202X to prepare for classes and familiarize yourself with department procedures if you are in residence and can begin employment on August 1, 202X. If you are unable to begin employment in August 202X, with approval by the Dean and the Dean of Faculties for a later start date, you will receive one month of summer salary in 202X. You are required to be in residence during the summer month in which you are compensated. Your annual full-time nine-month appointment for FY 202X will commence on September 1, 201X at a salary of *$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 [specify 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: <https://liberalarts.tamu.edu/intranet/forms-guidelines/> .

[State how work accomplished prior to the probationary period would be factored into or not included in the tenure and promotion review.]

Duties

Your duties will include research, teaching and service. You are expected to…[state research and publishing expectations]

You are expected to contribute to teaching in the Department of X. The standard teaching load for faculty in the tenure stream is 2-2. However, to help you in transitioning to your new position, you will be required to teach a X-X load in your first year of employment. [State any specific expectations about teaching graduate and undergraduate courses or any specific courses]

You will also be expected to fulfill service duties at the programmatic, department, and college/university levels. At the departmental level, you will be expected to attend faculty meetings, participate in departmental committees and engage in other duties commensurate with an active service life in the Department, College, and/or University. [State any specific departmental committee or other service work].

Annual Review

In the spring semester of each year, you will receive an annual evaluation. This process will be conducted within the Department of X. [in 1 or 2 sentences, summarize the process in your department].

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
* Conference and other professional activities costs and travel support

Start-up funds will be disbursed according to college guidelines.  Start-up funds do not have to be spent in the year in which they are made available but must be expended within one year after the last allocation.  All start-up funds expire at the completion of the fourth year of employment.  Requests for deferred expenditures beyond the fourth year require Dean’s approval and may be granted for up to one additional year based on a compelling reason. 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

This position participates in a retirement program, effective on your date of hire, and is eligible for an additional benefits package. You may choose one of the following options:

1. immediately enroll in a Texas A&M University System sponsored insurance plan on your hire date; or
2. defer enrollment until the first of the month following your hire date; or
3. defer enrollment until the first of the month following a 60-day waiting period.

You must send an email to **benefits@tamu.edu**  within 5 days of your hire date to request one of the first two enrollment date options. Until the first day of the month following 60 days of employment, you will have the full cost of premiums deducted from your paycheck on a pre-tax basis, but Texas A&M will provide a reimbursement of the employer contribution, minus applicable taxes.

You may also defer enrollment in a health plan until the first of the month following a 60-day waiting period from your date of hire (option 3 above).  After you have completed the 60-day waiting period, the State of Texas will directly pay for a portion of the total health insurance premium amount.  The current New Employee Benefit Enrollment booklet and other resources can be found at <https://www.tamus.edu/business/benefits-administration/booklets-brochures/>.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_