

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a tenure-earning position as [Assistant/Associate] Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin with the [Fall/Spring/Summer] semester, [date], at a [nine, twelve] month salary of \$ \_\_\_\_\_. Your principal place of employment will be \_\_\_\_\_.

*(Optional:* In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).

Your duties and responsibilities in this position will include teaching, service and conducting scholarly research in your field. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director

Date

Name  
Address  
City, State ZIP

Dear :

I am pleased to offer you a tenure earning appointment as Assistant Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin on [date], at a [nine, twelve] month salary of \$ \_\_\_\_\_. You have verbally accepted the following conditions for your offer and appointment: 1) If you have not successfully defended your dissertation by \_\_\_\_\_[date], your starting salary will be \$ \_\_\_\_\_and your appointment will be at the rank of Instructor; 2) Upon completion of all requirements for the Ph.D. we will raise your salary to the original offer of \$ \_\_\_\_\_and change your appointment to Assistant Professor; 3) Should you fail to successfully defend your dissertation by the end of \_\_\_\_\_Semester [year], your appointment will not be renewed. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).*

Your duties will include teaching, research and service. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a non-tenure earning position as Instructor of \_\_\_\_\_ for the [Spring] and [Fall] Semester of [year], beginning [date]. This is a one academic year appointment with a salary of \$\_\_\_\_\_. Your employment under this appointment will cease on the date indicated (Optional: although successive appointments may be considered.) No further notice of cessation of employment is required. Your principal place of employment will be \_\_\_\_\_.

(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).

Your responsibilities as a faculty member will include teaching \_\_\_\_\_ courses in each semester. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. You may also be assigned departmental or college service.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter to me by \_\_\_\_\_ (date).

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director

**Note: Please check appropriate box on the Faculty Notice of Appointment form ("Your employment under this offer will cease on the date indicated").**

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you an appointment as a Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin with the [ Fall/Spring/Summer] semester, [date], at a [nine, twelve] month salary of \$\_\_\_\_\_.

We expect your appointment as Professor of \_\_\_\_\_ to include tenure. Tenure must be awarded by the FAU Board of Trustees, however, and cannot be offered prior to their approval. Typically, the BOT addresses these requests at their Spring and Fall meetings.

*(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).*

Your duties will include teaching, research and service. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. Your principal place of employment will be \_\_\_\_\_.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director

Date

Name  
Address  
City, State ZIP

Dear :

I am pleased to offer you a non-tenure earning academic year position as Visiting [Assistant/Associate/Professor] of \_\_\_\_\_ for \_\_\_\_\_[number of years up to three] beginning on \_\_\_\_\_[date] and ending on [date]. The annual salary is \$\_\_\_\_\_. Your employment under this appointment will cease on the date indicated. No further notice of cessation of employment is required. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$\_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).*

Your responsibilities as a faculty member will include teaching \_\_\_\_\_ courses in each semester. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments. You may also be assigned departmental or college service.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director

**Note: Please check appropriate box on the Faculty Notice of Appointment form ("Your employment under this offer will cease on the date indicated").**

**THE STATEMENT ON SERVICE MAY BE SUBSTITUTED WITH A STATEMENT ON RESEARCH, OR SERVICE AND RESEARCH, DEPENDENT ON THE INTENT OF THE COLLEGE FOR THE VISITING POSITION.**

**APPOINTMENTS AS VISITING PROFESSOR MAY ALSO BE OFFERED AS MULTIPLE YEAR APPOINTMENTS OF TWO OR THREE YEARS DURATION. HOWEVER, THE CUMULATIVE APPOINTMENT AS A VISITING PROFESSOR IS NEVER TO EXCEED A TOTAL OF THREE YEARS.**

Date

Name  
Address  
City, State ZIP

Dear :

I am pleased to offer you a tenure-earning position as [Assistant/Associate] Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin with the [Fall/Spring/Summer] semester, [date], at a [nine, twelve] month salary of \$ \_\_\_\_\_. In keeping with our discussion, you are being credited with \_\_\_\_\_ years of credit toward tenure on the basis of tenure earning service at your current institution. Academic year \_\_\_\_\_ will therefore be considered as your sixth year for tenure earning purposes. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.)* \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).

Your duties and responsibilities in this position will include teaching, service and conducting scholarly research in your field. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director

**NOTE: SYSTEM WIDE PERSONNEL RULES (6C-5.940) STATE THAT CREDIT TOWARD TENURE FOR SERVICE AT ANOTHER INSTITUTION OF HIGHER EDUCATION IS LIMITED TO NOT MORE THAN TWO YEARS FOR AN ASSISTANT PROFESSOR, NOT MORE THAN THREE YEARS FOR AN ASSOCIATE PROFESSOR, AND NOT MORE THAN FOUR YEARS FOR A PROFESSOR.**

**NOTE: FOR APPOINTMENTS IN THE BARGAINING UNIT: ARTICLE 15 OF THE FAU BOT/UFF COLLECTIVE BARGAINING AGREEMENT STATES THAT "WHERE EMPLOYEES ARE CREDITED WITH TENURE-EARNING SERVICE AT THE TIME OF EMPLOYMENT, ALL OR A PORTION OF SUCH CREDIT MAYBE WITHDRAWN ONCE BY THE EMPLOYEE PRIOR TO FORMAL APPLICATION FOR TENURE TO THE DEPARTMENT."**



Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you an appointment as Professor and Chair/Director of the [Department/School] of \_\_\_\_\_ for a [term] beginning [effective date]. Your principal place of employment will be the \_\_\_\_\_.

We expect your appointment as Professor of \_\_\_\_\_ to include tenure. Tenure must be awarded by the FAU Board of Trustees, however, and cannot be offered prior to their approval. Typically, the BOT addresses these requests at their Spring and Fall meetings.

During your period as Chair, your appointment will consist of a twelve-month appointment, and you will accrue and use leave according to existing university policies for such appointments. The salary for this twelve month appointment will be \$ \_\_\_\_\_. In the future, if I choose to reassign you from your position as Chair/Director, or you choose to step down from this position, your salary will be converted to your nine-month rate.

*(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).*

The details of your responsibilities as Chair/Director, as well as your activities in teaching and research, will be determined and assigned by me. As Dean I will also be responsible for evaluating your performance in those roles.

As Chair/Director, you will be responsible for managing the academic, administrative, and budgetary policies of the [Department/School]. In particular, you will be expected to provide leadership for the faculty as they deliver the academic programs for which the department is accountable, and to assure faculty excellence through recruitment, faculty development, and evaluation of merit for promotion, tenure, and salary increases. In addition, as the primary executive officer of the Department/School, you will be expected to administer the affairs of the academic unit and to serve as liaison between the faculty and (name).

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Name  
Dean

---

Employee

---

Date of Acceptance

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you an appointment as Chair/Director for the [Department/School] of \_\_\_\_\_  
for a [term] beginning [effective date].

During your period as Chair/Director, your appointment will be converted to a twelve-month appointment, and you will accrue and use leave according to existing university policies for such appointments. The salary for this twelve month appointment will be \$\_\_\_\_\_. In the future, if I choose to reassign you from your position as Chair/Director, or you choose to step down from this position, your salary will be converted to your nine-month rate.

The details of your responsibilities as Chair/Director, as well as your activities in teaching and research, will be determined and assigned by me. As Dean, I will also be responsible for evaluating your performance in those roles.

As Chair/Director, you will be responsible for managing the academic, administrative, and budgetary policies of the [Department/School]. In particular, you will be expected to provide leadership for the faculty as they deliver the academic programs for which the Department/School is accountable, and to assure faculty excellence through recruitment, faculty development, and evaluation of merit for promotion, tenure and salary increases. In addition, as the primary executive officer of the Department/School, you will be expected to administer the affairs of the academic unit and to serve as liaison between the faculty and (name).

You have my congratulations for the confidence your colleagues have expressed in you as well as my best wishes for success in this role.

If you accept this appointment with the conditions and responsibilities stated above, please sign and return this letter to me by \_\_\_\_\_(date).

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a non-tenure earning position as \_\_\_\_\_ for a \_\_\_\_\_year term beginning [date] and terminating on \_\_\_\_\_[date]. This multi-year appointment is offered with an annual salary of \$\_\_\_\_\_. This appointment may be renewed for an additional term at the discretion of the Chair and Dean. Please note that your service under this appointment will cease on the date indicated unless a successive appointment is offered. No further notice of cessation of employment is required. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).*

Your responsibilities in this appointment will include \_\_\_\_\_ (options: teaching, service, conducting scholarly research in your field). Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter to me by \_\_\_\_\_ (date).

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director

**NOTE: MULTI-YEAR APPOINTMENTS MAY BE MADE FOR TWO, THREE, FOUR, OR FIVE YEAR TERMS UNDER A NUMBER OF CLASSIFICATIONS AND CONDITIONS.**

**For appointments in the bargaining unit: Article 8 of the FAU BOT/UFF Collective Bargaining Agreement specifies that multi-year appointments may be offered to:**

- a. Instructors and Lecturers;**
- b. Non-tenured or non-tenure earning Assistant Librarians, Associate Librarians, Librarians, and Counselors/Advisors;**
- c. Scholars/Scientists, Research Associates, and Associate In/Assistant In \_\_\_\_\_;**
- d. Clinical faculty;**
- e. Individuals who have officially retired from universities or other organizations and who are at least 55 years of age;**
- f. Tenured employees who decide to give up their tenured status to take advantage of whatever incentives might be offered by a fixed multi-year appointment; and**
- g. Individuals who have held the rank of full professor for at least seven (7) years at an institution of higher education.**

**The item “Your employment under this offer will cease on the date indicated” must be checked on the Faculty Notice of Appointment form.**

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a tenure-earning position as Assistant/Associate/Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. Your appointment will begin with the Spring semester, [date], at a [nine, twelve] month salary of \$ \_\_\_\_\_. Your principal place of employment will be \_\_\_\_\_. As agreed, your tenure clock will start immediately, and you will submit your tenure portfolio in Fall \_\_\_\_\_, covering 4.5 years of employment\*.

(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).

Your duties and responsibilities in this position will include teaching, service and conducting scholarly research in your field. Your [Department Chair/School Director], in consultation with the Dean, will be responsible for the details of your assignment and for evaluating your performance of those assignments.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director

\* Or As agreed, your tenure clock will not start until next Fall. You will therefore submit your tenure portfolio in Fall \_\_\_\_\_, covering 5.5 years of employment.

Date

Name  
Address  
City, State ZIP

Dear :

I am pleased to offer you a courtesy appointment as (Courtesy, Affiliate; Voluntary) Instructor/Assistant/Associate/Professor of \_\_\_\_\_ in the College of \_\_\_\_\_. This is an unpaid appointment which will begin [Fall/Spring/Summer] semester, [date] and terminate on \_\_\_\_\_[date].

As part of this appointment you will \_\_\_\_\_ (describe duties). We will be pleased to provide you (departmental/college assistance) in the form of \_\_\_\_\_. This appointment does not include \_\_\_\_\_. This appointment of course also does not include participation privileges in the departmental, college, or university governance process.

Please be aware that all University regulations and policies pertain to this appointment. These include, but are not limited to, the Intellectual Property Policy, Policy on Faculty Conflict of Commitment and Conflict of Interest, Policy on Integrity in Research and Procedures for Reviewing Alleged Misconduct and policy and procedures related to the ethical use of humans and animals in research.

If you agree to accept this appointment under the conditions stated above, please sign and return this letter to me by \_\_\_\_\_[date], at which time we will expedite this courtesy appointment.

Sincerely,

Name  
Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

cc: Department Chair/School Director  
Associate Provost, IRM (if Computer Services offered)  
Diane Alperin, Associate Provost, Academic Personnel

**NOTE: IT IS IMPORTANT TO IDENTIFY JUST WHAT PRIVILEGES WILL AND WILL NOT BE PROVIDED (OFFICE SPACE, PHONE SERVICES, CLERICAL SUPPORT, COMPUTER SERVICES, ETC.)**

**NOTE: IF INSTRUCTION OF STUDENTS IS PART OF THIS APPOINTMENT, THEN THE FOLLOWING STATEMENTS MAY NEED TO BE INCLUDED:**

**The University is required to verify the highest degree held by each person involved in instruction of students. Please have the Registrar of your degree-granting institution mail an official copy of your transcript directly to me as soon as possible. This offer of employment is contingent upon the completion of a criminal background check.**

**NOTE: PLEASE SEE PROVOST'S MEMORANDUM 2007-04, POLICY ON COURTESY FACULTY APPOINTMENTS.**

Date

Name

Address

City, State ZIP

Dear :

I am pleased to offer you a tenure-earning position as [Assistant/Associate] Professor. This is a joint appointment in the Departments of \_\_\_\_\_ and \_\_\_\_\_ in the Colleges of \_\_\_\_\_. Your appointment will begin with the [Fall/Spring/Summer] semester, [date], at a [nine, twelve] month salary of \$ \_\_\_\_\_. Your principal place of employment will be \_\_\_\_\_.

*(Optional: In accordance with the university's policies and procedures for moving expenses, you will be reimbursed by the College for up to \$ \_\_\_\_\_ to cover some of your household moving expenses.) \_\_\_\_\_ will be happy to help you with this process ((xxx)xxx-xxxx).*

Your duties and responsibilities in this position will include teaching, service and conducting scholarly research in your field. Your tenure will reside in the Department of \_\_\_\_\_ (primary) and that Chair, in consultation with the Dean, will be responsible for the details of our assignment and for evaluating your performance in those assignments. He/she will consult with the Chair of the Department of \_\_\_\_\_ (secondary) about your teaching/research/service assignment, as well as your performance in those assignments.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Name

Dean

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date of Acceptance

Cc: Department Chair/School Director



Date

Name

Address

City, State ZIP

Dear

:

I am pleased to offer you a five year appointment as the \_\_\_\_\_ Eminent Scholar in \_\_\_\_ and Professor of \_\_\_\_ in the College of \_\_\_\_\_ at Florida Atlantic University. This position is established with support from the Eminent Scholar endowment, funded by a gift of \$\_\_\_\_\_ from \_\_\_\_\_ (Donor's name) which is being matched by \$\_\_\_\_\_ from the State of Florida through its challenge grant program.

Your appointment will begin \_\_\_\_\_ (date) at a nine-month academic year salary of \$\_\_\_\_\_. This total salary will consist of two components. The first is an academic salary of \$\_\_\_\_\_ recognizing your role as a senior faculty member in \_\_\_\_\_ (discipline). The second is a stipend of \$\_\_\_\_\_ associated with the Eminent Scholar chair. If you should cease to serve as Eminent Scholar at some time in the future, you would continue as a Professor of (discipline), and your salary would be reduced by 30% to reflect the cessation of the Eminent Scholar role. Your principal place of employment will be the \_\_\_\_\_ campus.

We expect the appointment of an Eminent Scholar to include tenure. Tenure must be awarded by the Board of Trustees, however, and cannot be offered prior to their approval. Typically, the BOT addresses these requests at their Spring and Fall meetings.

Your duties and responsibilities in this position will include conducting scholarly research, teaching, and professional service as assigned and evaluated by the dean and by the chair of the department. In addition, as an Eminent Scholar you will be involved in a comprehensive evaluation in the fifth year of your appointment. The details of this evaluation will be developed by the Dean, in consultation with you, during the fourth year of your appointment.

Eminent scholars are expected to be outstanding researchers with international recognition in their fields, as reflected in publications and other forms of research recognition. We will expect you to secure external funding commensurate with this stature, to ensure the long-term viability and quality of your research program at FAU. We also will expect to see leadership that will make the university's overall research program in \_\_\_\_\_ (discipline) stronger through collaborations within the university as well as outside it. Your success in meeting these expectations will be evaluated by the dean, with input from your chair.

In teaching, we will expect you to provide strong and successful instruction to students at both undergraduate and graduate levels. For Eminent Scholars, the normal teaching load is one course per semester. Your department chair will be responsible for the details of your teaching assignments and their evaluation. Also, since your position is made possible by donated funds, we will ask you on occasion to assist as appropriate in development and fund-raising activities on behalf of the \_\_\_\_\_ (Donor's name) endowment and others in the college.

In support of your research efforts, you will be provided with startup funding of \$xx,000 to be disbursed over \_\_\_\_ year(s). Of this total, approximately \$yy,000 will come from currently expendable funds generated by the endowment, and the balance will be provided by the Vice President for Research. In addition, you will be able to use the endowment's continuing income in support of your research. The precise amount varies, depending on fluctuations in the principal value and earnings of the university's overall endowment under the stewardship of the FAU Foundation; at current conditions, however, you should expect the account to generate at least \$zz,000 annually. I expect that you will use these funds to initiate research programs that will be funded on a continuing basis by the major federal research support agencies.

This start-up funding may also be used to pay for your household moving expenses, up to a maximum of \$\_\_\_\_\_. For your information, the state does not pay for storage, unpacking, or for the cost of contents insurance. We will be happy to work with you on these details as you begin to plan your move.

This offer of employment is contingent upon you having and documenting appropriate credentials for the position, upon your being legally authorized to work in the United States at Florida Atlantic University, and upon the completion of a criminal background check. The University is required to verify the highest degree held by each employee prior to the start of employment. Should you decide to accept this offer, you will expedite the appointment process by having the Registrar of your degree granting institution mail an official copy of your transcript directly to me as soon as possible.

Once your credentials are on file, you must visit the Office of Human Resources and sign-in prior to the start of your appointment. You will be asked to complete a number of forms, including the W-4 form, the I-9 form, personal data sheet, loyalty oath, and Direct Deposit enrollment. You will need your Social Security number, proof of identity (photo i.d.) and documentation of employment eligibility to complete the sign-in process. These and various other documents will be explained to you in greater detail during the sign-in process. You will also receive a benefits package and be scheduled for a benefits orientation.

If you agree to accept this appointment under the conditions stated above, please return a signed copy of this letter and the enclosed Faculty Tenure Agreement to me by \_\_\_\_\_ (date).

Sincerely,

Dean

cc: John Pritchett, Provost  
Larry Lemanski, Vice President for Research  
\_\_\_\_\_, Chair, Department of  
Employee File, Dean's Office

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date