

## TENURE-TRACK FACULTY APPOINTMENT

**SAMPLE FORMAT:** This is a sample for preparing appropriate appointment letters for tenure track faculty members. The sections in *italics* must be included in each letter; the other sections are merely examples of the types of other information you may wish to include.

**A copy of your proposed letter should accompany the Request to Offer when it is circulated for approval.**

Appointee's name/address

Dear xxxxxxxx:

*It is with pleasure that we write this letter to offer you a faculty appointment in the Department of xxxxxxxx in the College of xxxxxxxx at North Dakota State University (NDSU). Your position will be a xxx-month [usually nine or twelve], tenure-track appointment at the rank of xxxxxxxx Professor of xxxxxxxx.*

*The appointment is effective xxx, xx, 200x, at an annual salary of \$xx,xxx. If applicable, fringe benefits will be as provided by law and policy. (The University allows nine-month faculty to supplement their salary during the summer months from outside research funds up to a maximum of 3/9ths of the annual salary.) The College of xxxxxxxxxx will reimburse you for moving expenses from xxxxxxxx to Fargo (**current policy allows reimbursement for all receipted moving expenses - see Policy 171.4.4 - but you may choose to limit the amount based on departmental budget considerations**). Please note that certain reimbursed moving expenses are taxable income to the employee.*

Office space, xxxxxxxx, and xxxxxxxx will be provided. (In addition, the College agrees to purchase the following equipment: xxxxxxxx, xxxxxxxx, xxxxxxxx. Other agreements and provisions.)

*You are subject to the rules and policies of the North Dakota State Board of Higher Education and NDSU. (Copies of most of these rules are in the NDSU Policy Manual which is available at <http://www.ndsu.nodak.edu/policy/>.) These policies provide that your performance as a faculty member is subject to review on an annual basis, and continuation of your appointment during the probationary period is contingent upon satisfactory progress toward tenure and the requirements of NDSU.*

*Assuming that your appointment is renewed on an annual basis throughout the probationary period, you will be subject during your sixth year of service (200x-xx) to a final evaluation for tenure in accordance with the policies then in effect. (Or, if appropriate: This probationary appointment is being offered to you with xx years of tenure credit toward that six-year period for your previous professional experience.) All appointments and future changes in status are contingent on final approval by the State Board of Higher Education.*

*Your teaching, research and service responsibilities are determined by the Department of xxxxxxxxxxxx, and are subject to change based on the needs of the Department and/or College. Initially, these responsibilities will be [define teaching load and research and service expectations specifically]. These responsibilities may change as a result of periodic evaluations and goal setting and these changes are incorporated as a part of your appointment with NDSU. Your specific teaching responsibilities in the 200x Fall Semester will be xxxxxxxx, xxxxxxxx, and xxxxxxxx, and in the 200x Spring Semester, xxxxxxxx, xxxxxxxx, and xxxxxxxx. (**Please use language appropriate to the specific department/college for describing work assignments in this paragraph.**)*

*New faculty orientation and faculty development sessions are scheduled for August 13-15, 2007. Please plan to attend. You will receive more detailed information prior to these events.*

