

DATE

Name
Address

Dear

It is with pleasure that I write this letter to offer you the position of department chair of _____ and a [tenured? tenure track?] faculty appointment in the College of _____ at North Dakota State University (NDSU). Your position as chair will be a _____ - month appointment.

The appointment is effective beginning _____, for a term of _____ year(s). It will be at an annual salary of \$_____. Fringe benefits and salary increases, if applicable, will be provided by law and policy. Chair appointments are not tenured and are subject to NDSU Policy 183.

We will mutually establish your goals. You will be reviewed annually to evaluate accomplishments toward goals, both for the unit and as a professional. Faculty will be involved in this process.

Your major responsibility in this position is to administer the _____ Department. Unit administrators in the College may also have responsibilities for teaching, research, and service as is realistic to the needs of the unit and the College, as a whole. These responsibilities are specifically defined at the beginning of the academic year when goals are identified.

The responsibilities of this position also will include, but are not limited to, the following:
[Include special or general items, as desired.]

[Items related to moving expenses, if any. *If moving expenses are provide, add:* Please be aware that certain moving expenses are taxable income to the employee.]

Office space and secretarial assistance will be provided. [Any other provisions on office matters or budgets.]

If, at some time in the future, you move from the position as chair to a full-time faculty position, the appointment would be a nine-month position with a reduction of _____% in the chair's salary (which is the standard administrative stipend for most unit administrative positions in the College).

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, including the Board's Regulations on Academic Freedom, Tenure, and Due Process - NDSU Policies 350.1, 350.2, 350.3 and 350.4, are in the NDSU Policy Manual which is available at <http://www.ndsu.nodak.edu/policy/>.) You are also subject to policies which may have been set in the College and department.

New faculty orientation and faculty development sessions, including a session for department chairs, are scheduled for August 18-20, 2003. Please plan to attend. You will receive more detailed information prior to these events.

Please confirm your acceptance of this appointment by signing and dating the agreement, and returning it to me. An extra copy of this letter is provided so that you may keep an original for your files. State law requires faculty and lecturers to sign and file with NDSU the attached oath prior to beginning their duties. Finally, please note that this offer is contingent on proof of eligibility to work in accordance with federal law. A brochure outlining fringe benefits is also included for your information.

Please do not hesitate to call if you need other information or have any questions.

Sincerely,

Dean, College of _____

Date

I accept the appointment as offered above.

Date

8/26/03