

## 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 xxxxxxxxxxx will reimburse you for moving expenses from xxxxxxxx to Fargo (**current policy allows reimbursement for all received 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 xxxxxxxxxxxxxx, 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 14-15, 2006. Please plan to attend. You will receive more detailed information prior to these events.*

In addition, to the information above, you may want to use some of the following. Include **ONLY** those that are relevant for the position being offered to the individual; add any that are appropriate for a particular appointment. Put them in your own format.

The responsibilities of this position also will include, but not limited to, the following:

- Read and abide by all rules and regulations for faculty at North Dakota State University as outlined in the *NDSU Policy Manual*.
- Serve on at least one College Committee, and at least one University Committee as assigned by the College (or Department).
- Serve as an academic adviser for xxxxxxxxxxxx students as assigned by the College (or Department).
- Participate in didactic instruction of students in the professional and graduate programs as assigned by the College(or Department).
- Maintain an active research program.
- Through grantsmanship, make ongoing efforts to obtain extramural funding to support research activities and the graduate program.
- Make ongoing efforts to present and publish research activities at national and/or international meetings and in refereed journals.
- Whenever possible, attend Departmental and College faculty meetings.
- Participate in any special projects or activities as assigned by the Dean and/or Department Chair.
- Whenever possible, support through your attendance College (or Department sponsored activities including: faculty functions, student functions, student graduation and hooding ceremonies, and xxxxxxxxxxxx.
- Contribute to a positive work environment through cooperation and collaboration with others by developing and maintaining good working relationships with faculty, staff, employees, and students.
- Participate whenever possible in local, regional, and national professional associations.

*Please confirm your acceptance of this appointment by signing and dating the agreement, and returning it to xxxxxxxx xxxxxxxx. 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. Other items enclosed include: The College of xxxxxxxx Promotion and Tenure Guidelines and a brochure outlining faculty benefits.*

*This letter represents our complete agreement and replaces all prior written or oral agreements. If there is any term or provision that you feel should be a part of this contract, you need to have this letter revised so that it is included or it will not be part of your contract [please discuss its inclusion with the department chair before signing and returning this letter as its addition must be agreed to by the University] . The reason for this is to avoid any misunderstanding in the future about what was promised and accepted between us.*

