**OFFER LETTER FOR ADMINISTRATIVE APPOINTMENT WITH TENURED FACULTY APPOINTMENT**

Name and Address: Date:

Salutation:

Upon the recommendation of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Search Committee and the Provost, I am pleased to offer you an administrative appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and a faculty appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with tenure. The administrative appointment is without term and may be terminated at the pleasure of the President. Salary for administrative duties will terminate upon termination of the administrative appointment. All appointments are subject to review and approval by the Office of the Chancellor and the Board of Regents of The University of Texas System. Upon approval you will receive an official memorandum of appointment. All faculty, administrators, and staff are subject to the relevant provisions of the Rules and Regulations of the Board of Regents and the Handbook of Operating Procedures of The University of Texas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and to applicable state and federal laws.

Your total twelve month salary will be $\_\_\_\_\_\_\_, beginning September 1, \_\_\_\_\_\_\_\_. This includes salary for your faculty position at a nine month academic rate of $\_\_\_\_\_\_\_\_\_. The salary is subject to all deductions required by state and federal law and, if permitted by law, such other deductions as you authorize in writing. \*

You will be entitled to all employee benefits authorized by the state legislature. Those benefits will be discussed with you by the Human Resources Department at the time you complete the paperwork for your appointment. The Human Resources Department will also assist you in completing the form and providing the documentation required by the Federal Immigration Reform and Control Act. You must meet the requirements of this Act to qualify for this appointment.\*\*

The Provost and I, as well as the faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, are enthusiastic about your proposed appointment. Please indicate your acceptance by signing in the space indicated and returning to me at your earliest convenience so that we may forward your appointment for the review and approval process.

Should you have any questions, please do not hesitate to call either Provost or me.

Sincerely,

Name

President, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

xc: Executive Vice Chancellor for Academic Affairs Provost

I accept this appointment Date:

**\* Optional sentence:** In the event you leave the administrative position, you will be granted a leave of absence at your twelve month salary rate to permit you to prepare for assuming your duties as a faculty member. The period of the leave of absence and your development plan for that period will be subject to review and approval by the appropriate academic administrator and the President. Your nine month academic rate when you begin your duties as a faculty member will be as stated in your last memorandum of appointment.

**\*\* Add for security sensitive positions: "This offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminalbackground check for security sensitive positions."**

Last Updated: May 1, 2013

(Academic Affairs Form 5C)