TEMPLATE FOR LETTER OF OFFER FOR VISITING APPTS FROM THE OFFICE OF ACADEMIC AFFAIRS

Date

Addressee

Dear Candidate Name:

I am very pleased to offer you the position of visiting professorial title in the Department of [department] in the School of [school] on the IUPUI campus. This offer is also subject to approval by the Trustees of Indiana University and a satisfactory background and employment check as required by Indiana University policy.

This is a visiting position. Your initial appointment will be for one year [or a half year or 1.5 years] beginning on or about Date.

You will receive a faculty base salary of $xxxxx on a ten- or twelve- month base.

In addition to your salary, you will receive [fringe benefits](https://hr.iu.edu/employment/new-employees.html) which includes eligibility to participate in the university’s retirement and life and health insurance programs. You must enroll in health benefits within 30 days of the effective date of your appointment. If this 30-day period is missed, you will not be able to enroll until the next open enrollment session. It is the policy of Indiana University to provide reasonable [accommodations](https://oeo.iupui.edu/ada-accessibility/index.html) for qualified persons with disabilities; please contact the IUPUI Office of Institutional Equity to begin this process.

Insert information relevant to this specific offer such as workspace, teaching load, etc.

The culture of the School of [insert school name] and of IUPUI is of utmost importance. We dedicate ourselves to excellence in teaching, research, and service. All faculty members at Indiana University abide by the [Principles of Ethical Conduct](http://principles.iu.edu/) and [Academic Appointee Responsibilities and Conduct](https://policies.iu.edu/policies/aca-33-code-academic-ethics/index.html), and support the [Code of Student Rights,](http://studentcode.iu.edu/) [Responsibilities, and Conduct.](http://studentcode.iu.edu/) For the health and safety of our community, all faculty, staff, and students at Indiana University must comply with current health measures; please see this [page](https://www.iu.edu/covid/prevention/covid-19-vaccine.html) for more information.

The university’s commitment to you and your reciprocal expectations are rooted in the policies and procedures related to academic appointments, contained in University Policy website and the [IUPUI Faculty Guide](https://facultycouncil.iupui.edu/FCContent/Html/Media/FCContent/committees/handbook/faculty_guide.pdf). The policies and procedures of the University and campus will govern your faculty appointment, including without limitation matters relating to appointment, reappointment/non- reappointment, and termination. Therefore, in the event of conflict between this letter's terms and applicable university or campus policy, university, and campus policies control. This letter is not a contract, employment agreement, or other promise of continued employment.

We look forward to you joining us as a colleague and as a member of our team. Please indicate your acceptance of our offer by signing a copy of this letter and returning it to us as soon as possible. As you consider this offer, please know that as your friends and colleagues, we will do all we can to help you and the school be successful.

Best wishes,

(Name), (Title) ACCEPTANCE:

I accept and acknowledge the terms and conditions of employment as discussed and set forth in this offer letter.

Signature: Date:

Contact email for benefits processing and orientation information: