Template for Administrative Post Offer Letter to existing faculty member

*For positions at the rank of chair, and director, existing full-time faculty are not hired into separate ‘jobs’ but are given additional administrative posts. They revert to their original posts upon expiration of the administrative appointment.*

*Deans, associate deans, and other full-time administrators are moved to ‘jobs’ corresponding to those appointments.*

*Please click* [*here*](https://academicaffairs.iupui.edu/Faculty-Affairs-Resources/Administrative-Appointments-and-Base-Pay/) *for more information about the difference between 10-**month + stipend or base pay + administrative supplement.*

Essential points are in yellow. Dear [insert name]

Thank you for agreeing to serve //OR// I am pleased to offer you the position of….

**Full Title.** Your appointment to this position is for the **period of xx to xx.** In addition, you will retain the status of a tenured [probationary] assistant/associate/professor of XX. Continued service, and subsequent reappointments, are at the discretion of the dean.

Your primary administrative responsibilities will be:

* Bulleted list of tasks, responsibilities, or strategic areas.

**[for chairs and directors]**

Your current 10- [or 12-] month base salary is $xx,xxx and that will continue. During the time of this appointment, you will have: [choose among these]

* Two months of summer pay at the rate of 10% of base pay
* An administrative stipend of $XX
* A reduction in teaching load to XXXX
* You currently receive $xx in <research, travel, development> funding and this will <will not> continue. You will receive X in research funding for assistance in maintaining your research…].

At the conclusion of this appointment, you will revert to a 10-month salary, the normal teaching load, and the normal departmental support for travel or professional development.

**[for associate deans or full-time administrative positions]:**

Your current faculty base salary is $xx,xxx on a 10-month basis. For the duration of this appointment, you will be changed to a 12-month appointment, with an additional sum of $xx,xxxx annually, for total pay of [10 months + 2 months + additional increase]. Retirement contributions will be made on this total sum and any raises applied to it. Your current teaching load consists of XXXXX. During the period of this appointment, your teaching responsibilities [should be at least one course per calendar year] will be XXX. [Include any additional conditions or support.]

When this appointment ceases, you will revert to a 10-month position and to your current base plus any annual increases, and to the normal teaching load for comparable faculty.

If you have questions regarding the terms of this appointment, please let me know as soon as possible. Otherwise, please confirm your acceptance of this offer with your signature.

Sincerely,

I accept this offer of

*Reviewed and revised 7/7/2023*