

## TEMPLATE OFFER LETTER – PRINCIPAL FACULTY, NON-TENURE TRACK

It is my pleasure to transmit to you, upon the recommendation of \_\_\_\_\_ (*either associate dean or department chair*) a formal offer of appointment as (*rank*) of (*department*), Principal faculty, (*non-tenure + area*), effective (*start date*). Academic appointments are for one year and are subject to mandatory annual review with a renewal date of September 1.

*If HSC-employed insert:*

This will be a (9,10,12)-month position with an annual salary of \_\_\_\_\_ with a complete and standard fringe benefits package. Specific details of the benefits offered by the Texas A&M University System are outlined at <http://www.tamhsc.edu/departments/finance-admin/payroll-hr/employeebenefits.html>. Fringe benefits include medical insurance, optional programs of dental care, eye care, long term disability, accidental death insurance, life insurance (required and optional), and eligibility in the Texas Retirement System (TRS) or optional retirement program (ORP) which is vested after one year and one day. Both the employee and the State make contributions to TRS and ORP based on percentages of the employee's salary. Percentages are established by the Texas Legislature and may fluctuate over time. The State also makes a significant contribution toward a medical insurance program of your choice, which varies according to your family coverage.

Your primary academic responsibility will be in the area of (*education, research, or professional service*). *\*(Expand in detail specific responsibilities and measurable expectations that will be subject to annual review in education, research or service – should be a paragraph. Principal Faculty are expected to make a substantial contribution [ $>50\%$ ] to the mission of the HSC).*

*Optional – include details concerning commitments for space, startup funding, technical support, moving costs, etc. If providing startup funding, indicate time span for utilization of funds (usually three years)*

As a condition of appointment and in order to ensure institutional compliance with criteria established by our regional accrediting agency, the Southern Association for Colleges and Schools (SACS), you must submit verification of terminal degree thru provision of an official copy of your academic transcripts from the registrar's office where you received your degree/certificate to: (*name and address of academic affairs liaison in component*). Additionally, if you have a terminal degree from a non-U.S. institution of higher education, you must provide an evaluation of your educational credentials from a recognized U.S. credentialing agency. This appointment offer is contingent upon satisfactory completion of all pre-appointment screening requirements, including a criminal background check and receipt of an academic transcript and degree evaluation if appropriate. (*Optional – Our records indicate that we already have the above mentioned on file so no further action is required on your part*).

Should you accept this offer, please sign and return this **offer letter** and the attached form entitled, "**Non Tenure Track Agreement**", retaining one copy for your file. Please be sure to return the original copies to complete the appointment process. This offer will expire (*date-usually in three weeks*). Should you require additional time, please contact my office. Receipt of these signed forms finalizes your academic appointment.

I sincerely hope that you elect to join the faculty because it is clear from (*associate dean or department chair's*) recommendation, that you have a great deal to offer the (*college or school*).

Sincerely,

*(Dean/Director name)*  
*(title)*  
*(component)*

Accepted: \_\_\_\_\_ Date \_\_\_\_\_  
(candidate)

cc:  
*(suggested: associate dean for academic affairs; campus or regional dean, where appropriate;, campus or regional department chair, where appropriate; component business officer)*