**Sample Offer Letters**

**Offer Letter for Tenured Faculty Appointment**

Date

Name

Address

City, State, Zip Code:

Dear Name:

Upon the enthusiastic recommendations of\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair, and the faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and with the support of Provost Carol Parker and University President Diana Natalicio, I am pleased to offer you an appointment to the faculty of The University of Texas at El Paso, with the title of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will be assigned to the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and your duties and schedule will be determined by the Chair of the Department. This appointment is with tenure and is subject to review and approval by the Office of the Chancellor and the Board of Regents of The University of Texas System. 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 at El Paso (UTEP or University) and to applicable state and federal laws.

All faculty must adhere to minimum workload requirements set by the Board of Regents. The Regents Rules sections relating to faculty workload requirements can be found at <http://www.utsystem.edu/board-of-regents/rules/31006-academic-workload-requirements>.

Your appointment, if approved, will be effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a nine month academic salary rate of \_\_\_\_\_\_\_\_\_\_\_\_\_. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing. The \_\_\_\_\_\_\_\_ academic year at UTEP begins officially on September 1, \_\_\_\_\_\_\_ and ends on May 31, \_\_\_\_\_\_\_, but in practice faculty members are expected to be available for duty, and to be released from duty, earlier than these formal dates in order to accommodate the actual class schedules.

You will be entitled to all employee benefits authorized by the Texas Legislature as provided under current state law. The UTEP Human Resources Department will discuss all employee benefits with you at the time you complete the paperwork for your appointment. **Please be prepared to provide copies of your marriage certificate, your child(ren)’s birth certificates or appropriate adoption paperwork when enrolling your dependents for benefits.** All benefit elections must be made within 31 days of the date of employment.

We are required by the Federal Immigration Reform and Control Act to have documentation that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States. You must meet the requirements of the Act to qualify for appointment. This offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check.

In addition, in order to satisfy the requirements of our regional accrediting association, The Southern Association of Colleges and Schools, we must maintain an official copy of your graduate school transcripts that document your graduate course work and the degrees you have received. Please have an official copy of these transcripts sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Dean’s Office, at your earliest convenience but no later than \_\_\_\_\_\_\_\_\_.

The faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are enthusiastic about your proposed appointment. I share that enthusiasm and look forward to having you as a member of our faculty. Please indicate your acceptance or declination of this offer by signing all appended copies of this letter, retain one for your files, and return the other signed copies to my office by no later than \_\_\_\_\_\_\_\_\_\_\_\_\_ so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

Name  
Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

xc: President

Provost

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

I accept this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

I decline this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

**Offer Letter for Tenure Track Faculty Appointment**

Date

Name

Address

City, State, Zip Code:

Dear Name:

Upon the enthusiastic recommendations of\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair, and the faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and with the support of Provost Carol Parker and University President Diana Natalicio, I am pleased to offer you an appointment to the faculty of The University of Texas at El Paso, with the title of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will be assigned to the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and your duties and schedule will be determined by the Chair of the Department. This appointment is without tenure, but on the tenure track, and is subject to review and approval by the Office of the Chancellor and the Board of Regents of The University of Texas System. 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 at El Paso (UTEP or University) and to applicable state and federal laws.

***\*If Applicable include language about attainment of PhD***: This offer is contingent upon you obtaining your PhD by \_\_\_\_\_\_\_\_\_\_\_\_\_\_, otherwise the position will temporarily change to Visiting Assistant Professor non-tenure track with a nine month appointment and salary rate of \_\_\_\_\_\_\_\_\_\_\_\_.

All faculty must adhere to minimum workload requirements set by the Board of Regents. The Regents Rules sections relating to faculty workload requirements can be found at <http://www.utsystem.edu/board-of-regents/rules/31006-academic-workload-requirements>.

Your appointment, if approved, will be effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a nine month academic salary rate of \_\_\_\_\_\_\_\_\_\_\_\_\_. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing. The \_\_\_\_\_\_\_\_ academic year at UTEP begins officially on September 1, \_\_\_\_\_\_\_ and ends on May 31, \_\_\_\_\_\_\_, but in practice faculty members are expected to be available for duty, and to be released from duty, earlier than these formal dates in order to accommodate the actual class schedules.

You will be entitled to all employee benefits authorized by the Texas Legislature as provided under current state law. The UTEP Human Resources Department will discuss all employee benefits with you at the time you complete the paperwork for your appointment. **Please be prepared to provide copies of your marriage certificate, your child(ren)’s birth certificates or appropriate adoption paperwork when enrolling your dependents for benefits.** All benefit elections must be made within 31 days of the date of employment.

We are required by the Federal Immigration Reform and Control Act to have documentation that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States. You must meet the requirements of the Act to qualify for appointment. This offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check.

In addition, in order to satisfy the requirements of our regional accrediting association, The Southern Association of Colleges and Schools, we must maintain an official copy of your graduate school transcripts that document your graduate course work and the degrees you have received. Please have an official copy of these transcripts sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Dean’s Office, at your earliest convenience, but no later than \_\_\_\_\_\_\_\_\_.

The faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are enthusiastic about your proposed appointment. I share that enthusiasm and look forward to having you as a member of our faculty. Please indicate your acceptance or declination of this offer by signing all appended copies of this letter, retain one for your files, and return the other signed copies to my office by no later than \_\_\_\_\_\_\_\_\_\_\_\_\_ so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

Name  
Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

xc: President

Provost

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

I accept this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

I decline this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

**Offer Letter for Non-Tenure Track Faculty Appointment**

Date

Name

Address

City, State, Zip Code:

Dear Name:

I am pleased to inform you that the President has authorized me to offer you an appointment to the faculty of The University of Texas at El Paso, with the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will be assigned to the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and your duties and schedule will be determined by the Chair of the Department. This appointment is without tenure and is subject to review and approval by the Office of the Chancellor and the Board of Regents of The University of Texas System. 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 at El Paso (UTEP or University) and to applicable state and federal laws.

All faculty must adhere to minimum workload requirements set by the Board of Regents. The Regents Rules sections relating to faculty workload requirements can be found at <http://www.utsystem.edu/board-of-regents/rules/31006-academic-workload-requirements>.

Your appointment, if approved, will be effective for the period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a total salary of \_\_\_\_\_\_\_\_\_\_\_ for that period. This appointment will be for the indicated period only. A formal offer will be made for any appointment beyond that period. Your service in this position does not count as probationary service for consideration for tenure. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing.

You will be entitled to all employee benefits authorized by the Texas Legislature as provided under current state law. The UTEP Human Resources Department will discuss all employee benefits with you at the time you complete the paperwork for your appointment. **Please be prepared to provide copies of your marriage certificate, your child(ren)’s birth certificates or appropriate adoption paperwork when enrolling your dependents for benefits.** All benefit elections must be made within 31 days of the date of employment.

We are required by the Federal Immigration Reform and Control Act to have documentation that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States. You must meet the requirements of the Act to qualify for appointment. This offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check.

In addition, in order to satisfy the requirements of our regional accrediting association, The Southern Association of Colleges and Schools, we must maintain an official copy of your graduate school transcripts that document your graduate course work and the degrees you have received. Please have an official copy of these transcripts sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Dean’s Office, at your earliest convenience, but no later than \_\_\_\_\_\_\_\_\_.

The faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are enthusiastic about your proposed appointment. I share that enthusiasm and look forward to having you as a member of our faculty. Please indicate your acceptance or declination of this offer by signing all appended copies of this letter, retain one for your files, and return the other signed copies to my office by no later than \_\_\_\_\_\_\_\_\_\_\_\_\_ so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

Name  
Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

xc: Provost

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

I accept this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

I decline this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

**Reappointment Letter for Non Tenure Track Faculty Appointment**

Date

Name

Address

City, State, Zip Code:

Dear Name:

I am pleased to inform you that the President has authorized me to offer you a reappointment to the faculty of The University of Texas at El Paso, with the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will be assigned to the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and your duties and schedule will be determined by the Chair of the Department. This appointment is without tenure and is subject to review and approval by the Office of the Chancellor and the Board of Regents of The University of Texas System. 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 at El Paso (UTEP or University) and to applicable state and federal laws.

All faculty must adhere to minimum workload requirements set by the Board of Regents. The Regents Rules sections relating to faculty workload requirements can be found at <http://www.utsystem.edu/board-of-regents/rules/31006-academic-workload-requirements>.

Your appointment will be effective for the period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a total salary of \_\_\_\_\_\_\_\_\_\_\_ for that period. This appointment will be for the indicated period only. A formal offer will be made for any appointment beyond that period. Your service in this position does not count as probationary service for consideration for tenure. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing. The \_\_\_\_\_\_\_\_ academic year at UTEP begins officially on September 1, \_\_\_\_\_\_\_ and ends on May 31, \_\_\_\_\_\_\_, but in practice faculty members are expected to be available for duty, and to be released from duty, earlier than these formal dates in order to accommodate the actual class schedules.

You will be entitled to all employee benefits authorized by the Texas Legislature as provided under current state law. The UTEP Human Resources Department will discuss all employee benefits with you at the time you complete the paperwork for your appointment. **Please be prepared to provide copies of your marriage certificate, your child(ren)’s birth certificates or appropriate adoption paperwork when enrolling your dependents for benefits.** All benefit elections must be made within 31 days of the date of employment.

The faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ are enthusiastic about your proposed reappointment. I share that enthusiasm and look forward to having you as a member of our faculty. Please indicate your acceptance or declination of this offer by signing all appended copies of this letter, retain one for your files, and return the other signed copies to my office by no later than \_\_\_\_\_\_\_\_\_\_\_\_\_ so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

Name  
Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

xc: Provost

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

I accept this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

I decline this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date