

SAMPLE OFFER LETTER - INSTRUCTIONAL

DATE

NAME

ADDRESS Line 1

ADDRESS Line 2

Dear XXXXX:

On behalf of the Department of XXXXX, I am pleased to offer you a temporary, non-tenure track appointment as an Instructional Assistant Professor for a three year period beginning September 1, 2010 through May 31, 2013. As discussed, this position is a nine-month academic appointment (1 September through 31 May) per each 12-month fiscal year, with a starting salary of \$____, per month (\$____ for nine months).

In this position, your primary responsibility will be to teach undergraduate courses in XXXXX, principally in the area of XXXXX. Additional responsibilities will be to keep abreast of current issues and/or discussions in XXXXX, advise students regarding potential careers in XXXXX, provide input and/or recommendations to the department undergraduate curriculum committee regarding potential course and/or curriculum improvements in your area of expertise and provide service on committees as directed, and in other ways for the department, the college, and the university. I believe you will continue to find the Department, the College, and Texas A&M University a place where you can achieve both professional success and personal fulfillment.

Your initial contract appointment period will be for a three-year period, from September 1st through May 31st and is subject to satisfactory annual performance evaluations. Given satisfactory teaching and service performance, we expect that this appointment may be renewable for subsequent terms of up to three years, but this will depend on the continuing availability of funds in the College and the University's budget. When the University makes funds available for merit salary increases, you will be eligible for such increases that may be granted beginning in September XXXX. Merit increases will be based on your teaching and service efforts and accomplishments, and the Department Head will review your performance annually and make recommendations to the Dean.

"Employment is contingent on your ability to provide employment eligibility documentation required by federal employment and/or immigration laws. In addition, to help expedite the administrative approval, we request that you visit the following website (<http://dof.tamu.edu/forms>) and submit the Official Transcript Authorization/Degree Verification For New Faculty, Self Identification, Felony Conviction and DPS Computerized Criminal History (CCH) Verification forms to the Dean of Faculties Office as soon as possible (fax: 979-845-1822). This offer will not be approved until the degree verification and criminal background forms are signed and received by the Dean of Faculties, and the approval is contingent upon the successful completion of the degree-verification and background-check processes."

If you agree to the details of the offer herein, please sign and return this letter at your earliest convenience, but no later than DATE.

Please feel free to contact me if you have any other questions.

Sincerely,

APPROVED:

NAME
Professor and Head
Department of XXXXX

Kate C. Miller, Ph.D.
Dean
College of Geosciences

I accept the terms as outlined in this letter:

NAME

Date