**Tenure-Track Faculty - Reappointment (2nd major review)**

**Model Appointment Letter**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We are pleased to offer you reappointment as a tenure-track (***rank***) in the (***Name of Department/College, those without departments***) for the next two academic years, 20\_\_ - \_\_ and 20\_\_ - \_\_, at the institutional base salary rate of $\_\_\_\_\_\_ for the first of these two academic years (subject to adjustment). Your continued employment beyond these two years will be in accordance with Board of Trustees Policy 6.4, Academic Tenure and Promotion.

The term of your reappointment runs from August ***XX***, 20***XX*** *(****note: this is intended to be the current year, e.g., 2022****)* through August ***XX***, 20***XX*** *(****note: this is intended to be two years into the future, e.g. 2024****)*. Your academic-year duties will begin two weeks prior to the start of each fall semester and will continue through one week after commencement at the end of each spring semester.

We look forward to you continuing to develop your program of teaching, research/scholarship and professional service in the area of \_\_\_\_\_\_\_\_\_\_. The University regards excellence in teaching, research and service as important factors in the granting of tenure and for promotion. Excellence and effectiveness in teaching is determined based on students’ survey responses and classroom visits by senior faculty. Contributions to educational program development or enhancement are also considered as evidence of commitment to excellence in education. Evidence of excellence in research and scholarly activity can be demonstrated in many ways, including through publications, exhibitions, success at obtaining external funding for research and graduate student advising. Service to your (***Department/College, those without departments)***, the University as a whole and the broader community of scholars in your field is also expected. Service activities may include, among many other things, serving on or leading committees; serving as a reviewer, editor or panelist; and/or undertaking efforts to make your discipline more accessible to the general public. The quality of your record in the areas of teaching, research/scholarship and service will be considered during reviews.

No oral representations can modify this written Letter of Appointment or any written Charter, Policy or Procedures.

We will regard ourselves as mutually committed upon your returning a signed copy of this letter. This offer must be accepted within fourteen (14) days of the date of this letter, unless the time for acceptance is extended in writing.

We look forward to hearing from you soon.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept this offer.

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(Name) (Date)