[Date]

Office of the Provost

[Candidate Name]

[Candidate Address]

Dear [Candidate]:

I am pleased to confirm your appointment as Associate Dean of the College of [College Name] at The University of Alabama in Huntsville effective [Date]. You will retain your position as a tenured professor in the [Department Name] Department. Your benefits will remain the same as they are now.

In the position of Associate Dean of the College of [College Name] you will report directly to and serve at the pleasure of the Dean. It is anticipated that the appointment will have a duration of 3 years and can be renewed thereafter at the discretion of the Provost, after a comprehensive review of performance. This is an at-will 12-month administrative appointment that can be terminated at any time by you or the Dean of the College.

This appointment and all subsequent appointments shall be subject and governed by the applicable policies and regulations of The Board of Trustees of The University of Alabama and The University of Alabama in Huntsville, including those now in effect and those amended or newly adopted during the term of any such appointment. Such policies and regulations shall constitute conditions of your employment.

Your base academic salary will continue at [$X]. This salary will be paid over twelve months, according the normal University payroll schedule, and you will not have the option to elect to have it paid over a nine-month period. For your service as Associate Dean, you will receive two months of summer salary [$X] and a [$X] stipend, bringing your calendar year salary to [$X].

**[Expectations of the new faculty member should be included in this paragraph and should be consistent with departmental/college criteria. For example, expectations of minimum teaching load, expectations for scholarly performance and/or for seeking extramural funding for the support of graduate students, faculty salary, and other areas, and expectations of specific service activities within and outside of the University should be included.**]

The University is committed to equal opportunity in employment and education. Pursuant to that commitment, the University does not unlawfully discriminate in any program or activity on the basis of race, color, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, age, disability, citizenship, genetic information, or status as a disabled veteran, Armed Forces service medal veteran, recently separated veteran, or any other protected veteran (a “covered veteran”). Additionally, it maintains an affirmative action program for protected minorities, women, qualified individuals with a disability, and covered veterans.

UAH conducts background checks on new employees. This offer of employment is contingent upon receipt of a satisfactory background check. A Background Check Release Form will be sent to you. You must grant permission to Human Resources to conduct the Background Check.

[Congratulatory Paragraph]

Please sign your acceptance of this position and return [Date].

Sincerely,

Dean’s Name

Dean of the College of [College Name]

In accepting this offer, I agree to all terms and conditions of employment as stated herein.

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

Signature Date