[Date]



Office of the Provost

[Candidate Name]

[Candidate Address]

Dear [Candidate]:

I am pleased to confirm your appointment as Chair of the Department of [Department Name] at The University of Alabama in Huntsville effective [Date]. Your appointment at your current rank of [Associate Professor or Professor] with tenure will continue. It is anticipated that your appointment will extend for a period of four years. In the position of Chair of the Department of [Department Name] you will report directly to and serve at the pleasure of the Dean. However, 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 year salary as [current rank] will continue as [$X] and will be paid in biweekly installments over 12 months according to the current university policy. In addition, only during your term as Chair you will receive the equivalent of two months summer salary bringing your calendar year salary to [$X] and a fixed stipend of [$X], bringing your full faculty and administrative salary as Chair to [$X].

As Department of [Department Name] Chair, you will report directly to the Dean of the College of [College Name]. Your responsibilities include serving on the College Council of Chairs, working on special assignments under the direction of the Dean and enabling the College’s vision and mission as established by the faculty, Council of Chairs, and the Dean. You are responsible for leading and managing faculty and staff effort, course offerings and faculty loads, curriculum development, recruitment and evaluation of faculty and staff, promoting collaborative research, and maintaining a climate hospitable to diversity. At this point in the life of our university, it is imperative that we focus on student success, retention and graduation rate. As Chair, you are responsible for promoting the culture of student success, for providing and/or seeking any needed support to help your students be successful in their [Department Name] classes, and for instilling in your faculty the need to be student-centered in their teaching and dedicated to helping students learn and succeed. It is expected that you will lead by example in conducting your research, teaching, and service duties, and inspire your colleagues to share in the vision and mission for your department, college and campus.

Below is specific information regarding your compensation and startup package.

1. **Compensation**. Your faculty and administrative salary will be [salary] as stated above and will be paid in bi-weekly installments according to the current university policy.
2. **Start-up Funding**. [$X] will be granted to you for purpose of [Purpose].

[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.

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Signature Date