[Date]



Office of the Provost

[Candidate Name]

[Candidate Address]

Dear [Candidate]:

Congratulations! On behalf of the Department of [Department Name], I am pleased to offer you a faculty position as Professor of [Program] in the College of [College Name] at The University of Alabama in Huntsville, effective [Date]. Your annual compensation is [Salary] 9-month salary plus associated benefits.

An appointment at the rank of Professor with tenure is subject to the tenure and promotion to associate professor guidelines given in the UAH *Faculty Handbook*, which are in effect on the effective date of this appointment, and other policies and procedures which are subject to change.

This appointment and all subsequent appointments shall be subject to 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 job duties and the expectations for your performance are given below. The [Chair/Dean] will discuss these expectations and duties with you. The specifics of the duties are subject to change as the needs of the department change. The departmental/college and university criteria establish requirements in the areas of teaching, research and scholarly activities, and service as stated in the next paragraph.

Tenure-track faculty members in the College of [College Name] are expected to teach at least [X] courses per academic year. At this point in the life of our university, it is imperative that we faculty focus on student success, retention, and graduation rate. As a faculty member, you are expected to be proactive in helping our students learn and succeed. As a tenure-track faculty member you are expected to engage in scholarly endeavors, including publishing in peer-reviewed regional, national and international professional resources, presenting at professional national or international conferences in your specific areas of expertise, and pursuing and securing externally funded projects. Additionally, all tenure-track faculty members are expected to engage in professional service activities within the University, as well as local, state, regional, national, and international professional organizations and associations. You are expected to use Canvas, our Learning Management System, in your courses, which will enhance student learning and success and to teach at the time and in the course modality assigned by your department chair.

[To enable you to set up your research program, you will receive a one course reduction in teaching duties for each of the first five academic years (overall five course reduction). Thus, your full expected teaching load will be three courses per year for the first five academic years. However, depending on your preference, and the department’s needs, you could schedule your overall five course reduction in a mutually convenient schedule. This will constitute 40% teaching effort for you during those years.]

Below is specific information regarding your compensation, benefits, and startup package.

1. **Compensation**. Your academic year (9-month) salary will be [Salary] and will be paid in bi-weekly installments according to the current university policy. Summer salary from UAH is not guaranteed. Your first compensation check will be issued around [Date].
2. **Start-up Funding**. Your start-up package designed to enable your success at UAH totals [$X] and consists of the components listed below.

[list package components, e.g., summer salary, student support, equipment, materials and supplies]

All expenditures must be consistent with College of [College Name] and UAH policies that are subject to change. It is expected that you will use the start-up funds during your first three years of appointment, with funds being made available in three equal annual transfers at the beginning of the fall semester. An extension of one year may be requested with a clearly articulated and justified plan.

1. ***[If Applicable]* Moving Expenses**. The University will provide relocation assistance in the amount of [$XXXXX] to assist with relocating your ordinary household goods from [City, State]. Per IRS regulations, relocation assistance is considered taxable income and this one-time supplement will be added to your first payroll check from UAH. While the university does not recommend a specific moving company, a vendor suggestion provided by UAH Procurement Services follows.

Interstate Relocation & Storage

Sirva Worldwide Relocation and Moving - CNR-01503

Contact: John Anderson, 713-725-6285, [john.anderson@sirva.com](mailto:john.anderson@sirva.com)

[Congratulatory Paragraph]

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

Sincerely,

Dean’s Name

Dean of the College of [College Name]

Dr. David Puleo

Provost and Executive Vice President for Academic Affairs

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

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Signature Date