[Date]

Office of the Provost

[Candidate Name]

[Candidate Address]

Dear [Candidate]:

I am pleased to confirm your appointment in the Department of [Department Name] as [Rank] of the College of [College Name] at The University of Alabama in Huntsville effective [Date]. Your annual compensation is [Salary] plus associated benefits.

An appointment at the rank of [Professor] with tenure is subject to the tenure and promotion 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 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.

Tenured faculty members in the College of [College] 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 tenured 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 tenured 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.

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

1. **Compensation**. Your academic year salary will be [salary] and will be paid in bi-weekly installments according to the current university policy. Summer employment at UAH is not guaranteed. Your first compensation check will be issued around [Date].
2. **Start-up Funding**. [$X] will be granted to you for purpose of [Purpose].
3. ***[If Applicable]* Moving Expenses**. Moving expenses related to relocating your ordinary household goods from <<city>> to Huntsville, Alabama will be paid by the University, up to $XXXX. These expenses will be taxed according to Internal Revenue Service and State of Alabama standards. Reimbursement for moving expenses will occur after your first day of employment. Please note, the University has pre-negotiated rates and payment arrangements with several moving companies.  Please engage one of these companies (see attached list).  For questions and/or additional assistance, please contact UAH Procurement Services at 256-824-2552.

[Congratulatory Paragraph]

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

Sincerely,

Dean’s Name

Dean of the College of [College Name]

Dr. Christine W. Curtis

Provost and Executive Vice President for Academic Affairs

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

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

Signature Date

**Addendum - Moving Companies**

**Allied Van Lines** **- Siracusa Moving & Storage**

Yolanta Zajaczkowski, 1-860-259-0218 - orders@siracusamoving.com

CNR-01259

RFP Number: 682165

**Mayflower**

1-800-845-6327

**​**CNR-01257​

RFP Number: 683077

**North American Van Lines**

1-800-994-1773, eandi@1freeman.com

CNR-01259

RFP Number: 683077

**United Van Lines - Armstrong Relocation**

Laura Larue 1-256-258-2214, Laura.Larue@goarmstrong.com

Brad Murphy 1-256-258-2204, BMurphy@goarmstrong.com

CNR-01267