[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 Research [*Rank*] of the College of [*College Name*] at The University of Alabama in Huntsville effective [*Date*]. Contingent on your ability to generate funding from external sources, your calendar year salary will be [*Salary*] and will be paid in bi-weekly installments. Your first compensation check will be issued on [*Date*].

This appointment will be effective for the period of [*Month, Day, Year*] to [*Month, Day, Year*]. In accordance with the *Faculty Handbook*, this will be an annual appointment and will be reviewed with respect to reappointment each year. All reappointments will follow the reappointment procedures and schedule published in the *Faculty Handbook.* This offer does not imply any continuing employment beyond the term set out above. The nature of the appointment is such that full support for your position must be generated from external sources. If you are reappointed continuously through your fifth year, your appointment will thereafter be continuous without further reappointment review for whatever period of time fiscal support is generated. If at any time during any term of your appointment, or any reappointment, you do not generate sufficient funding from external sources to fully support your position, the University may elect to terminate your employment, regardless of the length of time that may be remaining on any term of appointment or reappointment.

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.

The intent of a research faculty appointment is that the major portion of your efforts will be devoted to research. However, all members of the academic community are expected to perform other duties including committee work and supervision of graduate student research.

As Research [*Rank*] of [*Department*], you will be considered a member of the [*Department*] faculty. However, research faculty positions are not tenured, tenure-earning, or sabbatical-earning positions. In this position, your research efforts will be coordinated by your department chair, currently [*Name*].

[Congratulatory Paragraph]

Please sign your acceptance of this position and return by [*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