

Offer Letter for Academic Faculty

Manuela Hanson

Dean, College of Humanities and Sciences

Preston University

123 Academic Lane

Scholarstown, ST 98765

Email: manuela.hanson@prestonuniv.edu

Phone: (555) 123-4567

[Today's Date]

Kristin Terry

[Recipient's Address]

Innovator City, IN 54321

Dear Kristin Terry,

I am delighted to extend to you the offer to join the faculty of Preston University as an Assistant Professor in the Department of Environmental Science, within the College of Humanities and Sciences. This offer is contingent upon the successful completion of [any necessary conditions such as background checks, reference checks, etc.].

Position Details:

Title: Assistant Professor, Department of Environmental Science

Start Date: August 15, 2024

Salary: \$75,000 per annum, paid on a monthly basis

Contract Type: This is a tenure-track position

Teaching Responsibilities: You will be expected to teach undergraduate and graduate courses, amounting to a teaching load of [specific number] credit hours per semester.

Further details regarding your teaching assignments will be discussed with the

Department Head.

Research Expectations: As part of your role, you are expected to actively engage in research activities, including publishing in peer-reviewed journals and securing external funding.

Benefits: You will be eligible for a comprehensive benefits package, including health insurance, retirement plans, and a relocation allowance.

Additional Terms:

Tenure Evaluation: Your tenure review will be conducted in accordance with the university's tenure policies, typically after a period of six years.

Professional Development: The university supports faculty development through funding for conference attendance, research activities, and additional educational opportunities.

We believe that your expertise in environmental science will be a significant asset to our academic community. Your passion for teaching and research aligns with our department's goals and our commitment to excellence in education and environmental stewardship.

Please indicate your acceptance of this offer by signing and returning a copy of this letter by [Offer Response Deadline]. We hope to welcome you to our team and look forward to the contributions you will bring to our academic community.

Should you have any questions or require further clarification regarding this offer or the terms outlined, please do not hesitate to contact me directly at (555) 123-4567 or via email at manuela.hanson@prestonuniv.edu.

Welcome to Preston University. We are excited about the possibility of having you with us and are hopeful that you will accept this offer to become an integral part of our academic family.

Warmest regards,

[Signature, if sending by mail]

Manuela Hanson
Dean, College of Humanities and Sciences
Preston University

Enclosures:

Faculty Handbook
Benefits Overview
Relocation Policy Details

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