

**TEMPLATE FOR LETTER OF OFFER OF ADMINISTRATIVE POSITION
(DEANS, CHAIRS, ETC.)**

Date

Addressee

Dear **Candidate Name**:

I am very pleased to offer to you the position of **Administrative Title** on the IUPUI campus.

Upon your acceptance of this offer, I will forward a recommendation to the university president that you be appointed as **Professorial title/department/tenure status**, as recommended by the faculty of **School, Department** and **Chair or Dean (as appropriate)**. The appointment is subject to approval by the Trustees of Indiana University and a satisfactory background check as required by Indiana University policy (use this sentence for deans or executive associate deans only). The appointment is subject to a satisfactory background check as required by Indiana University policy (use this sentence for other administrative appointments).

You will receive a faculty base salary* of \$ _____ on a 10-month basis. This position is a 12-month position and thus includes two more months of base salary. You will also receive an administrative supplement of \$ _____ to your faculty base salary to compensate you for the additional duties and responsibilities as **Administrative Title**, for a salary total of \$ _____. Benefits and salary increases will be based on the combined faculty base salary and supplement for administrative work. Should you return to a faculty position, your salary will be the 10 month base.*

If special start-up, research or travel funding is provided, specify whether it is due to the administrative position or normal faculty practice. "Faculty in our school receive a travel allowance of \$2,000 per year. For your XXX duties, you will also receive..."

If the administrative position is linked to an endowed professorship, chair or the like, insert the following: As [insert admin position title] you will also serve as the [insert name of endowed professorship, chair, etc.], and the latter is contingent upon holding the administrative position. Thus, loss of the administrative position results in automatic removal of the [insert name of endowed professorship, chair, etc.].

We propose a starting date of **Date**; however, if that is not optimal, we should discuss an alternative date.

We would like to make your transition to taking this new post as smooth and as agreeable as possible. *OPTIONAL BUT COMMON: We are pleased to offer you a taxable relocation payment in the amount of \$xx,000. This will be included in your first regular paycheck. <amounts typically vary between \$5000 and \$15000>

Your appointment will be subject to all applicable policies and procedures of the university as may exist from time to time. As is the case with all administrative appointments, your appointment as **Administrative Title** will be at the pleasure of the **Relevant Administrator**. We look forward to the sustained contributions we anticipate that you will make to the programs here at Indiana University and IUPUI. **In addition to periodic reviews of your administrative performance at the unit level, by policy the campus procedure calls for review of administrators in their fifth year of service.

**[Note to Writer – Insert the following for chairs and others not subject to the IUPUI 5-year review procedure: Your performance as [insert admin position title] will be periodically reviewed consistent with the policies and practices of the unit.]

IUPUI has a culture of mutual support for people who occupy new positions of leadership. Our goal is for every person to be successful and we place great emphasis on this goal by working with people who are in new positions.

To an external appointee (new hire): As a full-time faculty member at IUPUI, you will receive fringe benefits which include eligibility to participate in the university's retirement and life and health insurance programs. You must enroll in health benefits within 30 days of the effective date of your appointment; otherwise you will not be able to enroll until Open Enrollment in November, with benefits taking effect the following January. Please refer to the enclosed fringe benefit schedule for a current summary of these benefits. Please note, that it is the policy of Indiana University to provide reasonable accommodations for qualified persons with disabilities.

To an internal appointee (existing faculty member): You will continue to participate in retirement and other benefit programs offered by the university.

We look forward with great anticipation to your joining us as a colleague and as a member of our team. Please indicate your acceptance of our offer by signing a copy of this letter and returning it to us as soon as possible. As you do so please know that, as your friends and colleagues, we will do all we can to help you and the school be successful.

Best wishes,

(Name), (Title)

(Name)

Date