



Faculty Position Offer Letter

Dear:

I am pleased to extend to you an offer of a position on the faculty of the Department of *(dept name)* as a *(rank)* at tenure code _____ beginning *(date)*. This offer has the unanimous endorsement of the current members of the Department and of Dean *(name)* of the *(department/college)*. The academic year salary attached to this position for 20XX-XX is *(salary)*. In addition to salary, the position carries a variety of fringe benefits as described on the [U.VA. Employee Benefits](#) webpage.

The rights and responsibilities of U.VA. faculty are covered chiefly by the Faculty Handbook, and additionally by other University, College, and Department practices and policy documents. Copies of these additional documents will be made available for your review at the beginning of your appointment or as needed, if you so request. You may view the [Faculty Handbook](#) online.

The nominal, full instructional responsibility of a full-time, tenure-track faculty member is nine semester hours of classroom assignment each semester, or the equivalent. Depending upon circumstances specific to individuals and units, significantly above average contributions in the areas of service *(departmental, university or professional)* or scholarship can serve as the equivalent of classroom responsibilities when institutional resources and priorities make this advisable.

This offer letter is subject to U.VA. rules and regulations. Should you be offered this position officially, your terms and conditions of employment, including such matters as secretarial support, teaching loads, and courses assigned, will be subject to U.VA. rules and regulations, except as otherwise specified in this letter. U.VA. rules and regulations are subject to change from time to time.

If you are agreeable to the terms of this offer, please sign the original copy of the letter and return it to _____, keeping a copy for your records. This offer will remain in effect until _____.

This is a tentative job offer, subject to review by U.VA.'s Office of Equal Opportunity and the Provost's office. We will request their decision as soon as we receive your signed copy of this letter.

Your official contract will be issued by the Provost through the Faculty Contracts Office. This contract is the document that will be legally binding upon the University. It will specify salary, tenure status, and academic rank. It will also incorporate by reference University policies and procedures.

Let me again emphasize how enthusiastic the *(department/college)* faculty are about the prospect of your joining us as a colleague.

Sincerely,

(Chairman of Department) Date

(Dean of College) Date

Offer Accepted,

(Faculty Member) Date