

**SAMPLE OFFER LETTER**

DATE

Name  
Address  
Address  
City, State, Zip

Dear Mr./Ms./Dr. XXXXXXXXX:

I am delighted to inform you that I will be recommending your appointment, contingent upon successful background check, to a tenure-track position as Assistant Professor in the Department of AAAAAAAAAA, for an academic year salary of \$BBBBBB. In addition, as we discussed, the department will recommend that you receive (*list the specific items agreed to or refer to attached list*).

EKU faculty members are considered for tenure in the sixth year of residence, and they are evaluated and apprised of their progress annually. [*If credit toward tenure has been negotiated and agreed to by the dean add:*] Because of your prior service, we have agreed to credit you with X year(s) toward tenure.

[*If faculty member lacks a terminal degree insert the following*] Please note that my recommendation is contingent upon your ability to complete your degree by [*date indicated in position announcement*]. Failure to complete your degree by that date will result in termination of this recommendation and resulting employment offer.

Please indicate your continued interest in this recommendation moving forward by sending me an e-mail response at [*insert your e-mail address*], then sign this letter below, and return it to me not later than (*choose a date approximately 10 days out*).

We look forward to hearing from you.

Sincerely,

XXXX  
Dean, College of CCCCCC

Signature \_\_\_\_\_ Date \_\_\_\_\_