[Dept. Head Letterhead]

[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

 Re: Your appointment to the faculty of Purdue University

Dear [Dr./Mr./Ms.] [Last Name]:

On behalf of Dean [name] and the [insert College name], it is my sincere pleasure to offer you an [academic-year/fiscal-year], tenure-track appointment as an [Assistant Professor/Associate Professor/Professor] in the [School/Department name] at Purdue University. This offer is contingent upon approval by the Provost of Purdue University and the satisfaction of various other conditions as described in this letter.

*Salary & Benefits*

**[for AY faculty]**

Your appointment is at a [insert CUL] capacity utilization level (“CUL”) on an academic-year (“AY”) basis. Your initial AY salary will be $ [Salary] and will be paid in 10 installments during the academic year, with partial payments in August and May and full payments from September through April. The work calendar for AY faculty begins 7 days prior to the first day of classes each semester and ends on the day that grade reports are due for that semester.

As an AY faculty, you may be able to earn additional salary through summer session teaching or research. Additional information regarding summer salary can be found at: <http://www.purdue.edu/provost/documents/Summer%20Session%20Guidelines%202012.docx>

**[for FY faculty]**

Your appointment is at a [insert CUL] capacity utilization level (“CUL”) on a fiscal year (“FY”) basis. Your initial base salary will be $ [Salary] and will be paid to you monthly at the rate of $ [monthly salary] per month.

In addition, Purdue University provides a generous fringe benefit package that includes retirement benefits as well as major medical, disability and life insurance. The University provides a 403(b) defined contribution retirement plan administered by Fidelity Investments, and you will be eligible for university-funded contributions immediately. Upon hire, the University will contribute an amount equal to 10 percent of your annual salary (and summer earnings) to the 403(b) plan, and you will be required to contribute 4 percent of your salary (including summer earnings) to Purdue’s 401(a) defined contribution retirement plan. Voluntary savings options are also available upon hire. Purdue University’s benefit package is summarized at: [www.purdue.edu/hr/Benefits/](http://www.purdue.edu/hr/Benefits/)*.* The Faculty and Staff Handbook, which is updated annually, is also available online at [www.purdue.edu/faculty\_staff\_handbook/](http://www.purdue.edu/faculty_staff_handbook/)

**[if applicable – start-up & support provisions]**

[In addition to salary, we will provide the following to assist you in establishing your research program:

* 1. Up to $ [Equipment Amount] allocated for laboratory and scientific equipment. The funds are to be expended within [Number of Years] years. [If this is the expectation: It is expected that the equipment will be shared with others within the [School/College/Department]].
	2. [$ Department Amount], which can be used for support as follows:
		1. Support for [Number of Graduate Students] graduate research assistants, including fee remissions and fringe benefit expenses, to be expended within [Number of years] years.
		2. Salary and fringe benefit expenses associated with other necessary hires (*e.g.*, post-doctoral researchers).
		3. Summer support of [Number of Months] to be expended within [Number of Years] years. Use of summer support is limited to 10 weeks per summer, when using discretionary funds. This may be supplemented by a maximum of 2 weeks of external research funding for a total of 12 weeks.
		4. [$ Discretionary Amount] in discretionary funds, which can be used for travel, supplies and expenses, and other miscellaneous expenses, to be expended within [Number of Years] years.
	3. A reduced teaching load of [Number of Courses] per semester for a period of [Number of Years] years.]

**[if applicable – relocation assistance]**

In order to assist you with your relocation to Purdue, you will be provided a moving allowance in the amount of $ [insert amount]. The moving allowance will be provided to you in a single lump sum and will be taxable to you as income.

[or]

In order to assist you with your relocation to Purdue, you will be reimbursed in an amount up to $ [insert amount]. You must submit receipts for qualified moving expenses to receive the relocation reimbursement.

*Tenure and Applicable Terms & Conditions of Faculty Appointments*

Your initial appointment as Assistant Professor will be for a period of [insert number] years, beginning [insert date], and ending [insert date]. Your initial appointment as Assistant Professor will be reviewed for renewal [insert reasonable time period for review]. Your maximum probationary service at Purdue will be 7 years, with tenure to be considered at the latest during the [insert date] academic year. Your performance will be reviewed annually by [your Head and/or Primary Committee].

**[OR -- if applicable -- shortened clock]**

[Your initial appointment will be for a period of [insert number] years, beginning [insert date], and ending [insert date].] Your initial appointment as Assistant Professor will be reviewed for renewal on [insert date]. The University’s maximum total probationary period before granting tenure is 7 years. In your particular case, your previous appointments will be considered as [insert number] years’ prior probationary service. Thus, your maximum probationary service at Purdue will be [insert number] years, with tenure to be considered at the latest during the [Academic Year] academic year. Your performance will be reviewed annually by [your Head and/or Primary Committee].

**[for midyear appointments]**

[Because the effective date of your appointment is after January 1, your tenure clock start date will not begin until the beginning of the [Academic Year] academic year. Your appointment as Assistant Professor will be reviewed after [insert number] years from the start of the tenure clock, with a maximum probationary period, before granting tenure, of 7 years after the start of the tenure clock. Your tenure will be considered at the latest during the [Academic Year] academic year. Your initial employment will be for a period of [insert number] years, beginning [insert date], and ending [insert date] with a review for renewal on [insert date]. Your performance will be reviewed annually by [your Head and/or Primary Committee].

As a member of the faculty of Purdue University, your appointment is subject to all Purdue University policies, as they may be amended from time to time. It is your responsibility to become acquainted with the following policies, which are specifically incorporated into this letter:

1. B-50 “Terms and Conditions of Employment of Faculty Members”

[www.purdue.edu/policies/human-resources/**b**-**50**.html](http://www.purdue.edu/policies/human-resources/b-50.html)

1. B-48 “Principles and Policies for Academic Freedom, Responsibilities and Tenure, and Procedures for Termination of Faculty Appointments for Cause”

[www.purdue.edu/policies/human-resources/**b**-**48**.html](http://www.purdue.edu/policies/human-resources/b-48.html)

1. I.A.1 “Intellectual Property”

[www.purdue.edu/policies/academic-research-affairs/ia1.html](http://www.purdue.edu/policies/academic-research-affairs/ia1.html).

1. III.B.4 “Political Activities”

[www.purdue.edu/policies/ethics/](http://www.purdue.edu/policies/ethics/iiib4.html)**[b](http://www.purdue.edu/policies/ethics/iiib4.html)**[-](http://www.purdue.edu/policies/ethics/iiib4.html)**[4](http://www.purdue.edu/policies/ethics/iiib4.html)**[.html](http://www.purdue.edu/policies/ethics/iiib4.html)

1. C-26 “Employment Period for Academic-Year Staff”

[www.purdue.edu/policies/human-resources/**c**-**26**.html](http://www.purdue.edu/policies/human-resources/c-26.html)

1. III.B.1 “Conflicts of Commitment and Reportable Outside Activities”

[www.purdue.edu/policies/ethics/iiib1.html](http://www.purdue.edu/policies/ethics/iiib1.html)

Your initial responsibilities will involve discovery, learning and engagement in [Area of Research]. The standard teaching requirements include [Standard Course Load] courses per year. These requirements are subject to change from time to time at the discretion of the Head and in the best interests of the Department/School, College and University.

As an [“Assistant Professor/Associate Professor/Professor”] in the [School/Department], your continued growth as a scholar is very important to us. To this end, you will have access to a mentoring program individually designed to provide you with feedback on your work and support for your academic career.

Please note that policy I.A.1 referenced above requires faculty members who create intellectual property (“IP”) in the course of their employment with Purdue University to execute a general assignment of such IP in favor of Purdue, subject to certain exceptions, including one for certain scholarly and instructional copyrightable works. By accepting this offer letter, you will be making a prospective assignment of Purdue Intellectual Property (as defined in policy I.A.1) that you create in the course of your employment with the University.

*Conditional Offer*

This offer is contingent upon successful completion of a background check conducted on all positions at Purdue University. You will be contacted *via* email by “HireRight,” the company that the University relies upon to perform the background check. Please respond promptly with the requested information.

This offer is also contingent upon your eligibility to work in the United States. You must complete Section 1 of the I-9 form prior to your first day of employment. You may access the electronic form at [www.purdue.edu\Payroll](http://www.purdue.edu\Payroll) (click on “Electronic I-9 for new hires/rehires” link). In addition, you must present proof of citizenship and employment eligibility on your first day of employment.

**[if applicable – Ph.D. not yet earned]**

 [Your appointment as [Assistant Professor] is contingent upon your completion of all of the requirements of your Ph.D. program on or before the effective date of your appointment. If the Ph.D. requirements have not been completed, your title will be “*Visiting Instructor”* and your salary will be $ [insert salary], and your fringe benefits will be adjusted accordingly. Upon completion of your Ph.D. requirements your title will become [Assistant Professor] and your salary will be $ [insert salary].

**[if applicable –visa status]**

[Your appointment as [Assistant Professor/Associate Professor/Professor] is further contingent upon your obtaining approved H1-B visa status. Until you receive an approved H1-B visa, your title will be [Visiting Assistant Professor/Visiting Associate Professor/Visiting Professor] and your salary and fringe benefits will be adjusted accordingly. Upon approval of the H-1B status, your title will become [“Assistant Professor/Associate Professor/Professor”]. However, your tenure clock will still begin at the start of the [Academic Year] academic year, which is [insert date]. For legal reasons, tenure cannot be awarded to a faculty member until he or she has received permanent residency.]

This letter and the policies referenced above contain the entire agreement concerning your employment with the University. If these terms are acceptable and if you assent to the assignment of Purdue Intellectual Property, as described above and defined in Policy I.A.1, please sign where indicated below and return a signed copy to me by [insert date]. A fully-signed copy of this letter (i.e. containing my, your and the Provost’s signature) will be provided to you immediately upon the Provost’s review and approval of the appointment.

The faculty and staff join me in welcoming you to [School/Department Name] and look forward to working with you. We trust that it will be mutually rewarding.

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]

I have read and understand this letter and the policies referenced above, I agree to the terms and conditions of this appointment, and I hereby assign to Purdue University all Purdue Intellectual Property that I may create in the course of my employment with the University.

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[First Name] [Last Name] Date

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Office of the Provost Date

cc: