

Faculty Appointment Offer

Date: [Insert Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to extend to you an offer for the position of Instructor in the [Department Name] at [University Name]. Your appointment will commence on [Start Date] and will be subject to the terms and conditions outlined in this letter.

This position is a [Full-Time/Part-Time] appointment, reporting to [Supervisor's Name]. Your primary responsibilities will include:

- Teaching undergraduate/graduate courses in [Subject Area].
- Participating in departmental meetings and committees.
- Engaging in professional development and scholarship.

The terms of your appointment include a salary of [Salary Amount] per [Year/Academic Term], which will be paid in accordance with the university's payroll schedule. Additionally, you will be eligible for [benefits, if applicable].

Please confirm your acceptance of this offer by signing and returning a copy of this letter by [Acceptance Deadline]. Your signature will confirm your agreement to the terms outlined herein.

We look forward to welcoming you to our faculty and are excited about the contributions you will make to [University Name].

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]

Acceptance:

I, [Candidate's Name], accept the position of Instructor in the [Department Name] at [University Name] as outlined in this letter.

Signature: _____ Date: _____