

Faculty Appointment Letter

Date: [Insert Date]

[Faculty Member's Name]

[Faculty Member's Address]

Dear [Faculty Member's Name],

We are pleased to offer you a faculty position in the [Department Name] at [University Name]. Your appointment will commence on [Start Date] as a [Position Title]. We are excited to welcome you to our team.

Appointment Details:

- **Position:** [Position Title]
- **Department:** [Department Name]
- **Salary:** [Salary Amount]
- **Schedule:** [Full-time/Part-time]
- **Reporting To:** [Supervisor's Name]

Onboarding Instructions:

1. Complete the employment forms included with this letter.
2. Provide necessary documentation (e.g. transcripts, certificates).
3. Attend the New Faculty Orientation on [Orientation Date].
4. Meet with your assigned mentor, [Mentor's Name], within the first week.
5. Set up your faculty email and access university resources as instructed in the attached guide.

Please confirm your acceptance of this appointment by signing and returning this letter by [Response Deadline]. We are excited about your joining our team and look forward to your contributions to [University Name].

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]

Acceptance:

I, [Faculty Member's Name], accept the position of [Position Title] in the [Department Name].

Signature: _____ Date: _____