

Letter of Agreement for Department Chair Position

Date: [Insert Date]

To: [Insert Name]

[Insert Address]

Dear [Insert Name],

We are pleased to offer you the position of Department Chair for the [Insert Department Name] at [Insert Institution/Organization Name], effective [Insert Start Date]. This letter serves as a formal agreement outlining the terms of your appointment.

Responsibilities:

- Oversee departmental operations and administration.
- Facilitate departmental meetings and collaborations.
- Manage faculty evaluations and development.
- Represent the department on university committees.

Compensation:

Your annual salary will be [Insert Salary] payable in accordance with the institution's payroll schedule.

Term:

Your appointment as Department Chair will be for a term of [Insert Term Length], subject to annual review and reappointment.

Acceptance:

Please sign and return this letter by [Insert Deadline] to confirm your acceptance of this position.

We look forward to your leadership and contributions to our department.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Institution/Organization Name]

[Insert Name], Department Chair