[Date]



Office of the Provost

[Candidate Name]

[Candidate Address]

Dear [Candidate]:

I am pleased to confirm your appointment as Chair of the Department of [Department Name] at The University of Alabama in Huntsville effective [Date]. This appointment includes an appointment as Professor with tenure in the College of [College Name], pending approval to the usual University policy and procedures. You’re appointment as Chair of the Department of [Department Name] will be for a period of four years, ending [semester]. In the position of Chair of the Department of [Department Name] you will report directly to and serve at the pleasure of the Dean. However, this is an at-will 12 month administrative appointment that can be terminated at any time by you or the Dean of the College.

Your base academic year salary as Professor will be [$X] and will be paid in biweekly installments over 12 months according to the current university policy. In addition, only during your term as Chair you will receive the equivalent of two months summer salary bringing your calendar year salary to [$X] and a fixed stipend of [$X], bringing your full faculty and administrative salary as Chair to [$X].

**[Expectations of the faculty member should be included in this paragraph and should be consistent with departmental/college criteria. For example, expectations of minimum teaching load, expectations for scholarly performance and/or for seeking extramural funding for the support of graduate students, faculty salary, and other areas, and expectations of specific service activities within and outside of the University should be included.**]

Below is specific information regarding your compensation, benefits, and startup package.

1. **Compensation** Your academic year salary will be [salary] and will be paid in bi-weekly installments according to the current university policy. Summer employment at UAH is not guaranteed. Your first compensation check will be issued around [Date].
2. **Start-up Funding.** [$X] will be granted to you for purpose of [Purpose].
3. ***[If Applicable]* Moving Expenses**. Moving expenses of up to [insert amount] related to relocating your ordinary household goods from [insert location] to Huntsville, Alabama, will be paid by UAH upon presentation of receipts or upon presentation of quotes from the specified moving companies holding contracts with UAH. These expenses could include the cost of hiring a moving company, renting a moving van, lodging en route, meals during the move, and personal car mileage at the rate in effect for state employees at the time of your move. The University has a blanket contract with Armstrong Relocation at a substantial discount. The point of contact for Armstrong Relocation (256-772-6664) is Leanne Goodman or Bradley Murphy.

[Congratulatory Paragraph]

Please sign your acceptance of this position and return [Date].

Sincerely,

Dean’s Name

Dean of the College of [College Name]

In accepting this offer, I agree to all terms and conditions of employment as stated herein.

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Signature Date