[Date]



Office of the Provost

[Candidate Name]

[Candidate Address]

Dear [Candidate]:

I am pleased to confirm your appointment in the Department of [Department Name] as [Rank] of the College of [College Name] at The University of Alabama in Huntsville effective [Date]. Your annual compensation is [Salary] plus associated benefits.

An appointment at the rank of [Professor] with tenure is subject to the tenure and promotion guidelines given in the UAH *Faculty Handbook*, which are in effect on the effective date of this appointment, and other policies and procedures which are subject to change.

Your job duties and the expectations for your performance are given below. The [Chair/Dean] will discuss these expectations and duties with you. The specifics of the duties are subject to change as the needs of the department change. The departmental/college and university criteria establish requirements in the areas of teaching, research and scholarly activities, and service as stated in the next paragraph.

**[Expectations of the new 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