September 26, 2022

Candidate’s Name

Delivered via email to candidate’s email address

Candidate’s Name:

On behalf of the Department/College/School of \_\_\_\_\_\_\_\_\_, it is my pleasure to share with you our desire to hire you in a non-tenure-track position as (position title) in the field of \_\_\_\_\_\_\_\_\_\_\_. This letter provides information on unofficial anticipated specifics of the offer and the deadline by which your decision is needed. Any issues or concerns you may have with this anticipated offer will need to be resolved before the deadline. Should you communicate agreement with this anticipated offer before the deadline indicated, we will prepare the final paperwork, and the Office of the Provost will then issue your official offer letter to formalize your appointment. Following normal procedures at the University of Tennessee, any anticipated offer such as this is subject to final approval by university administration, in particular the Provost, who has final authority over all faculty employment offers. You will be asked to accept the official offer letter via digital signature.

Your appointment as (position title) at \_\_\_ %FTE will begin on (Month Day, Year) through (Month, Day, Year) at an annual salary of $\_\_\_\_\_\_\_\_. This is a (nine/twelve)-month appointment. You will be paid on a monthly basis. (Please clearly explain their pay. Also, if they will be 100%FTE 9-month hires for a year or longer, with a January 1 start date, please explain the salary breakdown for the first year to avoid confusion.)

**Expectations of the Faculty Appointment**

(Please clearly explain the duties and responsibilities of the hire in terms of instruction, research, and/or service. Many NTTF will have responsibilities in only one of these three areas. If a search was conducted, the ad should serve as the guide to develop the responsibilities of the hire.)

Teaching Example: You will be responsible for teaching the following courses for fall semester 202\_: \_\_\_\_\_\_ and \_\_\_\_\_\_.

Teaching & Service Example: Consistent with the mission of the University, you will be responsible for teaching and service. Teaching assignments in our college are made by the department head according to the demands of enrollment and scheduling. Your normal workload will consist of 8 units per academic year, and I anticipate the following allocation for you: 7 teaching units (i.e. sections) and 1 service unit.

Research Example: Your role will be to write grant proposals, conduct research, and disseminate your finding through publications and presentations. Your research assignment will be directly with Dr. \_\_\_\_\_\_\_. By the start of the third year, the expectation would be that you are funded through grants and contracts for 50% or greater of your 9-month salary. By the start of your fourth year, and every year thereafter, you would be funded through grants at an average of 75% for that year and the two previous years. If you want to continue your research role through the summer, you would need to write summer salary into your grants.

Service Example: Service to the department/college/school is expected, and will be assigned by the department head/dean/director.

You will be allocated suitable office (and laboratory) space (provide building name, room numbers, and other information if available.)

The following items should be included if they are being provided to the faculty hire.

**Moving Stipend**

Recommended Wording: We will provide a moving stipend (include net and gross dollar amounts if already determined), according to university formulation, that will be disbursed to you as a lump sum payment no earlier than 60 days prior to your start date of (Month Day, Year). Per policy, moving stipends must be paid in the same calendar year as the employee’s start date. Moving stipends are considered taxable income.

**Additional Items Being Provided**

(If the unit will provide any additional benefits, funding, or services for the hire, it is best to include them in the unofficial offer letter.)

Other features of the faculty employee benefits package are outlined at the University of Tennessee Human Resources website at <http://humanresources.tennessee.edu/benefits>.

(For full-time, regular NTT hires who are new to UTK.)

In preparation for your new instructional role as a(n) (position title), there are a number of mandatory orientations and training sessions for new faculty that will may require you to be on campus by August 1, \_\_\_\_\_. In addition to orientations and welcome events hosted by our department/school and college, you will also be expected to attend New Faculty Orientation hosted by the Office of the Provost and will be given the opportunity to attend the New Faculty Teaching Institute hosted by the Teaching and Learning Innovation

Please let us know your decision by day of the week, Month Day, Year at \_:\_\_AM/PM. You can accept our unofficial offer by emailing a signed copy of this letter to \_\_\_\_\_\_\_\_\_\_. Again, the official offer letter will come from the Office of the Provost, following your acceptance of this unofficial offer.

We look forward to having you join us. If you have any questions regarding the position, please do not hesitate to contact me.

Sincerely, By signing below, I indicate my agreement to the

anticipated terms:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name SIGNATURE DATE

Department Head/Dean/Director

Name of Unit

Supervisor’s Email

Supervisor’s Phone Number(s)