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 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) will begin on (Month Day, Year) at an annual salary of $\_\_\_\_\_\_\_\_. This is a (nine/twelve)-month appointment. You will be paid on a monthly basis. [*Note for 9-month hires: Additional summer salary for up to three months can be derived from external grants, if such funding is available to you. Your total additional summer compensation from all sources cannot exceed one-third of your nine-month base salary. The benefits you earn, such as contributions toward TIAA-CREF or another retirement plan, are based on your total compensation including summer salary.*] (If they will be 9-month hires with January 1 start dates, please explain the salary breakdown for the first year to avoid confusion.)

A request will be submitted for you to be considered for tenure upon initial appointment (TUIA) by the department/college/school to the college (if applicable), Office of the Provost, and President. If approval is given, we will work with you to compile a TUIA dossier that will be presented at the next available meeting of the UT Board of Trustees. Details about the tenure process, as well as rights and responsibilities, are also available in the *Faculty Handbook* at <https://facultyhandbook.utk.edu/>. In addition to the Faculty Handbook, please review the guidelines put forth by our department/college/school bylaws available at (include link(s)).

**Expectations of the Faculty Appointment**

(Please clearly explain the duties and responsibilities of the hire in terms of instruction, research, and/or service. The ad used for the search should serve as the guide to develop the responsibilities of the hire. Per section 3.10 for the *Faculty Handbook*, “The criteria for promotion to a rank are the same as those given for initial appointment to that rank.”)

Responsibilities example:

You will be expected to teach and advise students, as well as carry out research and perform service. Your distribution of effort during your first semester will be \_\_\_ teaching/advising, \_\_\_ research, and \_\_\_ service. Following your first semester, your distribution will become \_\_\_ teaching/advising, \_\_\_research, and \_\_\_ service. The distribution may change over time as a result of a change in the needs of the department or the acquisition of external funding.

Your teaching assignment will be \_\_\_ courses each semester, with courses determined in consultation with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ according to demands of enrollment and scheduling. For AY \_\_\_\_\_\_\_\_\_, the assignment will be \_\_\_\_\_\_\_\_, in order to facilitate development of your courses.

Service to the department/college/school is expected, and will be assigned by the department head/dean/director. Minimal service will be required during your first year to assist with your transition.

You will be allocated suitable office (and laboratory) space (provide building name, room numbers, and other information if available. Units may elaborate on facilities provided as well, if relevant.)

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

**Start-up**

Example: You will be provided $\_\_\_\_\_\_ in start-up funding, which can be used for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These funds must be spent within \_\_\_\_\_ years of your start date. The department/college/school can arrange any purchases using your funds after the official start of your appointment. (Include a yearly budget distribution in list or table format, if applicable.  If you include this, considering adding “The annual budget will tentatively be distributed as follows and is subject to revision.”) Unspent funds can be carried over to the next year, within the start-up funding period, with the approval of the college.

**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.

**Graduate Students**

(Give details of any graduate student services to be provided to include positions (GRA, GTA, etc.), numbers of students, and their FTE.)

**Travel Support**

Example 1: The department/college/school will provide travel support for you to deliver work presentations at scholarly conferences. Available funding for conference travel varies each year, but we are typically able to fund at least \_\_\_\_\_ conference trip(s) for those presenting their work.

Example 2: Travel for conferences and research is often included in the start-up package. Once start-up funding is exhausted, the department/college/school may provide additional travel funding via various programs. In addition, the university’s Office of Research provides funds through the SARIF program to support travel to international conferences, and offers numerous other opportunities to apply for research funds and support in the development of external grant applications. Your department/college/school and ORIED can discuss travel funding with you, at the appropriate time.

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

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 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 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 in Knoxville. 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)