The University of Alabama at Birmingham

*SECONDARY APPOINTMENT OFFER LETTER TEMPLATE*

(Insert Date)

(Insert Name)

(Insert Address ZIP)

Dear (insert name):

On behalf of the (insert department/unit name), it is my pleasure to offer you a secondary appointment at the rank of (insert rank) in our (insert department/unit name) in the UAB School of (insert school). Your appointment starts (insert date). (If appropriate, insert end date).

As a member of the (insert department or unit), your primary responsibilities will include (define the role, duties, and expectations). In addition, you will be expected to (list any required collaborative activities) in the department.

Secondary faculty appointments are at the discretion of the (department chair or program director) or Dean. It is revocable at any time at the discretion of the (department chair, program director) or the Dean. Additionally, the *UAB Faculty Handbook* addresses many questions that you may have about the rights and responsibilities of faculty at UAB, as well as information about UAB policies and procedures related to faculty. This document is available online at <http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx>.

If you accept our offer, please return a signed copy of this letter, along with an updated CV, to my office at (insert address and room number). If you have any questions, please contact (insert name) at (insert phone number).

Sincerely,

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

Chair/Department Head

Accepted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Add additional school/college and departmental signatures as needed]