The University of Alabama at Birmingham

FACULTY APPOINTMENT RENEWAL LETTER TEMPLATE

(Insert Date)

(Insert Name)

(Address)

[Address)

(City, State ZIP)

Dear (insert name):

This letter serves as formal notice of the renewal of your appointment to a full-time (or part-time) position as a(n) (insert rank) in the Department of (insert department name) in the (insert College or School name). Your annual salary will be $ (insert amount). This is a (9-month or 12-month) tenure-track (or non-tenure track) position that will begin on (insert date) and will end on (insert date). As with all faculty, you will be evaluated annually and will be eligible for merit-based compensation adjustments, when merit funds are available.

[Alternate Sample Language]

Based on your chair’s recommendation, I am pleased to renew your continuing, (9- or 12-month) (tenure-track/non-tenure-track) faculty appointment as an (insert rank) in the (insert department name) for a period of (insert number of years), subject to annual (or other time frame) review. This new contract will run from (insert date) to (insert date). Your annual salary will be $ (insert amount). As with all faculty, you will be evaluated annually and will be eligible for merit-based compensation adjustments, when merit funds are available.

**(Insert Specific Tenure-Earning Language here that addresses the faculty member’s progress toward earning tenure. May also note here a reminder of the time left on the tenure clock).**

By accepting this appointment, you agree to teach, conduct research or engage in scholarship, and provide service at any location within the University as specified by your department chair. You also agree to the terms and conditions of your original offer letter, dated (insert date of original offer letter). The original offer letter comprises the entire terms and conditions of your faculty appointment and may not be modified or altered by any oral or written statement or representation unless such statement or representation is confirmed in writing under the President’s or Provost’s signature.

Your appointment is subject to all terms and conditions of the Faculty Handbook (the “Handbook”) and any future modifications to it. The Handbook, as modified, is hereby incorporated by reference, except as otherwise specifically provided by your offer letter.

The *UAB Faculty Handbook* addresses many questions that you may have about the rights and responsibilities of faculty at UAB. The *UaB Faculty Handbook* contains information about UAB policies and procedures related to faculty, including promotion and tenure guidelines. This document is available online at <http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx>. As a UAB employee, you will also be subject to the terms and conditions in the *You & UAB Handbook* although the terms of the Faculty Handbook take precedence to the extent of any conflict. *You & UAB* can be found online at <http://www.uab.edu/humanresources/home/tools/you-and-uab-handbook>.

[Restate duties, responsibilities, and expectations for this faculty appointment]**.**

As is the case for all University employees, your employment is subject to approval by the Provost and President. As a condition of your employment, you are subject to all applicable practices, policies and procedures of the Board of Trustees of the University of Alabama, including but not limited to policies regarding conflicts of interests, nondiscrimination, outside professional activities, and intellectual property. It is your responsibility to be aware of these policies and procedures, as well as all others which may apply to you. University policies and procedures are subject to change without notice.

You are an important member of the Department of (insert department name). The faculty and I sincerely hope that you will agree to continue in your current position. If, as I hope, you find this offer to be satisfactory as presented, please indicate your acceptance by signing, dating, and returning this original letter to (insert department name) (insert contact person’s name as is appropriate), (insert address) no later than (insert date).

[Alternate sample language-- closing]

Thank you for your contributions to the Department of (insert department name) and to the (insert college or school name) at the University of Alabama at Birmingham. I look forward to working with you and your colleagues to continue to build the excellent programs of the department.

Sincerely,

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Chair Dean

I accept all the terms and conditions of this offer.

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(Signature) (Date)

[Include other departmental, school/college signatures and approvals as is appropriate]