

Procedure for Departmental Administrative Appointments of Existing Faculty

1. The Chair sends a brief letter to the Dean, copied to the Executive Associate Dean for Administration & Faculty Affairs [Dr. Adkison], proposing the appointment. The letter should briefly describe the duties associated with the position, the qualifications of the particular faculty member for the appointment, and, if applicable, any proposed additional salary component.
2. After review, the Dean's Office will communicate approval to the Chair.
3. The Chair sends a letter to the faculty member, copied to the Dean, describing the terms of the appointment and requesting the faculty member's acceptance. The template to be used for such letters is attached. In case of questions regarding the contents of the letter, the Assistant Dean for Administration [Mr. Barwick] should be contacted.
4. The Department retains the original countersigned letter returned by the faculty member and transmits a copy to the Dean's Office for placement in the faculty member's official file.
5. If additional compensation is associated with the appointment, the Department transmits to the Dean's Office an appropriately completed HRAF to implement the faculty member's salary adjustment.

Template Appointment Letter for Departmental Administrative Appointment of an Existing Faculty Member

[Date]

[Faculty member name and address]

Dear _____:

I am pleased to notify you that I am appointing you to the position of [title], effective on [date].

[Insert information regarding responsibilities of the position, expectations of the Chair, and special arrangements relating to the appointment, e.g., re-allocation of time among different worksites or responsibilities, assignment of new or additional office space, administrative or other support for new role]

[If additional compensation is associated with the administrative appointment:] In recognition of your increased responsibilities in connection with this appointment, we will increase your total all-source salary by an additional \$ _____, bringing your current total salary to \$ _____. In the event that your appointment as [title] ends, this administrative component of your salary would also end and your total all-source salary would be adjusted to a level comparable to that of similar faculty members, in accordance with University and School policy.

Departmental administrative appointments are made and renewed at the discretion of the Chair, and are subject to the approval of the Dean.

Please indicate your acceptance of this appointment by signing this letter below and returning it to me within ____ days of receipt.

Sincerely,

[Chair name and title]

cc: [the Dean]

I accept the proposed appointment as [title] under the terms specified in this letter.

Signature

Date