[Dept. Head Letterhead]

[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

Re: Offer of Employment at Purdue University

Dear [Dr./Mr./Ms.] [Last Name]:

On behalf of Dean David Reingold and the College of Liberal Arts, I am writing to clarify the terms of your return to the faculty as [insert Position Title] in the {Insert Department} at Purdue University.

*Salary & Benefits*

**[for AY faculty]**

We are pleased to extend your offer of {insert position title}. Your appointment is at a [insert FTE] full time equivalent (“FTE”) on an academic-year (“AY”) basis and will begin on {insert start date} and end on {enter end date}. Your base academic-year (“AY”) salary will be {enter amount} and will be paid in 10 installments during the academic year, with partial payments in May and August and full payments from September through April.

**[for FY faculty]**

We are pleased to extend your offer of {insert position title}. Your appointment is at a [insert FTE] full time equivalent (“FTE”) on a fiscal year (“FY”) basis and will begin on {insert start date} and end on {enter end date}. Your fiscal-year (“FY”) salary will be {enter amount} and will be paid to you monthly at the rate of {monthly salary} per month.

*Applicable Terms & Conditions of Faculty Appointments*

Of course, as a member of the faculty of Purdue University, your appointment is subject to all applicable Purdue University policies, as they may be amended from time to time.

Your responsibilities will involve discovery, learning and engagement in [Area of Research]. The standard teaching requirements include [Standard Course Load] courses per year. These requirements are subject to change from time to time at the discretion of the Head and in the best interests of the Department/School, College and University.

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]

cc: