

Chairs 201, December
1st, 2017

Letters of intent/Offer
letters/Initial
complement letters
plus a little about
appointment letters



What is wrong with this LOI?

- – from a 2016 LOI letter
- Dear Dr X, “we are pleased to offer you a full time ladder rank faculty tenured position at the University of California, Riverside



What should it have said?

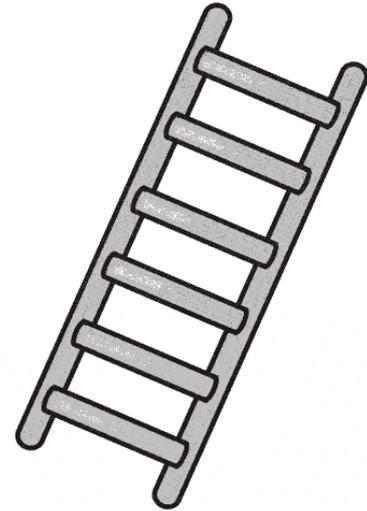
- Dear Dr X, on behalf of the Department of Y, I am writing to advise you that your proposed appointment as associate professor (with tenure) in the Department of Y within the college of Z, effective ----, is under review by the Provost and Executive Vice Chancellor. This communication is designed to outline our intent for your appointment and the start-up resources that will be made available to you after your appointment is approved. An appointment letter will be sent to you from the Provost's office upon completion of the necessary review process.

Should we add something like?

- The Provost's review process includes input from both the Senate Committee on Academic Personnel, a group of 10 faculty members, who review all proposed appointments above beginning Assistant professors, and the Vice Provost for Academic Personnel. This process is an important part of shared governance at the University of California, but it does mean you should allow a few weeks before expecting to receive an appointment letter from the Provost.



What about step?



- Pros – you can calculate O/S and see how you feel about that in regard to equity (although you can do that for several potential scenarios)
- Cons – if CAP recommends a lower step (even with same salary) this is off-putting to candidate. Only faculty coming from other UCs usually care about step anyway.

What needs to be there

- Need to address teaching expectations. Say what is normal and indicate any period of reduced teaching load.



- Why are some tenured professors coming in with multiple years without/ with reduced teaching?
- Do we need to address service expectations? These come as a big shock for faculty outside UC.

What shouldn't be there

- Open-ended arrangements or any implication that anything is permanent such as an endowed chair or specific space.
- Your teaching load will be reduced by 1 class per year for your service as GGG
- Needs to say for the duration of your appointment as GGG
- You will receive 2 months summer salary
- Needs to say for the duration of your appointment as GGG, or for first 2 years, or whatever. Etc.