**SAMPLE LETTERS OF INTENT FOR NEW FACULTY HIRES**

Offer letters vary depending on the rank, discipline and content of the offers themselves. However, there are some important standard elements. The following templates, borrowed liberally (and often literally) from letters used by CMPS, can be used as a guide.

**Sample Letter for ASSISTANT PROFESSOR/AGENT Hires**

Dear Dr. HIRE’S NAME:

I am very pleased to offer you, with the approval of the Dean, an appointment as an Assistant Professor/Agent in the Department of DEPARTMENT’S NAME at the University of Maryland, College Park. On behalf of my colleagues in the department and with the enthusiastic support of Dean DEAN’S NAME, I would like to express our excitement at the prospect of your joining our faculty. The specific details of your appointments are as follows.

Your academic appointment will be as Assistant Professor/Agent in the Department of DEPARTMENT’S NAME within the College of COLLEGE’S NAME. This is a three-year, full-time, tenure-track position. The appointment will be effective DATE OF APPOINTMENT. Offers of employment are contingent on completion of a background check.  A prior criminal conviction or convictions will not automatically disqualify a finalist from employment. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. You will also be provided an opportunity to appeal any decision prior to a final outcome.

The University of Maryland (UMD) has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. As a prospective and/or a new faculty member at UMD, you will be required to comply with the University's vaccination protocol. Proof of full vaccination\* will be required before the start of employment in order to work at any UMD location. Prospective or new faculty members may seek a medical or religious exception to the vaccination requirement at [return.umd.edu](http://return.umd.edu) and must have an approved exception prior to the start of their employment.

Since the University is required by a Board of Regents policy to verify that new tenure-track faculty have received the highest degree appropriate to their field (or that all requirements for that degree have been satisfactorily completed and the degree will be awarded at a forthcoming commencement), you will need to provide either an official transcript with a seal showing that the degree was awarded or a letter from the Registrar, on the stationary of the degree-granting institution, showing which degree was or will be awarded and the date it was or will be conferred. In addition, in accordance with United States immigration laws, this offer is contingent on your providing evidence of authorization to work in the United States. The entire terms and conditions governing your appointment will be set forth in an appointment agreement signed by you and the University.

The appointment will be renewable for up to an additional three years, based on a favorable evaluation completed during the third year of the initial appointment. Under normal circumstances, you will be considered for tenure during the sixth year of your appointment. Should tenure not be granted, you will be offered a terminal one-year appointment.

### Choose the appropriate paragraph below consistent with the type of appointment

1. The appointment will be on a twelve-month basis at an initial annual base salary rate of SALARY. Your base salary rate may be adjusted annually thereafter in accordance with University salary guidelines and appropriations, and in response to your annual performance review. Typically these salary appropriations are received by the University through its annual budget process, and may include merit and cost-of-living allocations (COLA). Seventy-five percent (75%) of your base salary will be paid from State funds, and the remaining twenty-five percent (25%) of your salary must be provided from sponsored research funds secured by you through the normal University grant solicitation process to government or private agencies. Given the outstanding nature of your research, I have no doubt that you will be fully successful in securing the funds to support the sponsored research portion of your base salary. In the event that you do not have sufficient sponsored research funds to pay the approved sponsored research salary portion, you may elect to change your appointment status to a full-time academic year (9-month) appointment. This academic year appointment would carry a salary rate that is equal to the State portion of your 12-month salary. You should understand that such a conversion might have adverse effects on the contribution and calculation of your retirement and leave benefits.

## OR

2. The appointment will be on a 9-month basis at a base salary rate of SALARY. Your base salary rate may be adjusted annually thereafter in accordance with University salary guidelines and appropriations, and in response to your annual performance review. Typically these salary appropriations are received by the University through its annual budget process, and may include merit and cost-of-living allocations (COLA).

*The following three paragraphs specify additional components of the offer and will vary across academic units*

1. To facilitate the establishment of your research program, the University will:

* Provide suitable office space, furniture, and laboratory space to accommodate your research activities. The University will provide up to $ MONEY to enable you to purchase appropriate computing and laboratory equipment and furniture, support any additional laboratory renovation expenses, and to fund other appropriate research-related activities. These funds may be considered available to you immediately upon arrival at the University of Maryland, and should be expended within three years.
* Supply funds for graduate student or postdoctoral student support
* Guarantee summer support (or some part of the non-state supported fraction of the salary) for some initial number of years.
* Provide annual travel funds in the amount of $ MONEY.

2. I am aware of the real cost of transferring between institutions, and to assist with these costs the University will provide up to $ MONEY to cover reasonable moving expenses for your household and professional items. The University can provide assistance and coordination of your move, and you should contact ADMINISTRATOR’S NAME, the director of administrative services for our department, for further information. The University also provides Dual Career Assistance and Relocation Assistance. For more information refer to the website, <http://www.faculty.umd.edu/newfaculty/start.html>.

3. The University has a workload policy of five three-hour course equivalents per year for regular faculty. However, for faculty in this department who are active in research and involved with student research advising, this load reduces to NUMBER courses per year. However, you will not be required to teach any formal courses during the first year of your appointment. In addition, all faculty contribute service to the College and Campus, and I expect that you will participate in these activities as required.

4. You are eligible to enroll in either the Maryland State Pension System or the Optional Retirement Program (ORP) with either Fidelity Investments or TIAA.  Your decision to enroll in either plan is irrevocable.  You must make a selection, and your enrollment forms must be dated, no later than your first day of employment or your retirement plan will automatically default to the Maryland State Pension System.  If there is a default, a mandatory 7% of your pay will be deducted from your pay and this will be deemed an irrevocable decision.  We encourage you to review the information at <https://uhr.umd.edu/benefits/retirement-benefits/>  or speak with a benefits counselor with the University Human Resources Office of Employee Benefits at (301) 405-7575 to assist you in making your selection no later than your first day of employment.

5. You are also eligible to receive health insurance benefits and participate in University-sponsored insurance programs.  Please discuss your options with (Name and contact information of the HR Coordinator or UMD Benefit Coordinator for your Unit). Please note: Insurance benefit coverage for all plans will be effective on the first day of the month following your date of hire, however you will be unable to enroll until you receive an email from the Employee Benefits Division that will give you access to enroll for benefits coverage. The email notification can take up to 30 days from your date of hire to become available to you. The normal processing time for online benefits request can take between 30-60 days from hire for your benefits to become active. Once the enrollment process is completed, you will be required to pay a mandatory retroactive payment of the premiums for the pay periods in which you did not have a payroll deduction, back to the effective date of coverage.  Please contact the UHR Office of Employee Benefits for more information about this process. For continuous insurance coverage to the end of the month in which you are hired, please make arrangements with your previous employer or health insurance carrier.

I will inform you when the offer has received final approval. At that point, the offer will remain open for NUMBER days, during which time you will be asked to sign an appointment agreement and return it to me. In addition, in accordance with United States immigration laws, this offer is contingent on your providing evidence of authorization to work in the United States. The entire terms and conditions governing your appointment will be set forth in an appointment agreement signed by you and the University.

I speak for many colleagues when I say that we are truly enthusiastic about your appointment here. I believe we can provide support for your academic career by offering a stimulating intellectual environment and engagement with a talented and diverse student body. We look forward to working with you as our colleague.

Yours sincerely,

CHAIR’S NAME

Chair

\* *The Centers for Disease Control and Prevention (CDC) define “full vaccination” as two weeks after the second dose of a two-dose vaccine such as the Pfizer or Moderna vaccines, or two weeks after a single dose vaccine such as the Johnson & Johnson vaccine. Newly arriving international faculty should get vaccinated as soon as possible with a vaccine that is currently available to them in their home country and not wait to be vaccinated until arrival in the United States. Newly arriving international faculty should* [*visit International Students and Scholar Services*](https://globalmaryland.umd.edu/offices/international-student-scholar-services/covid-19-vaccination-update-0) *for more details on the university's requirements, including accepted vaccines, testing and quarantine guidelines. Please direct questions to* [healthconcerns@umd.edu](mailto:healthconcerns@umd.edu).

**Sample Letter for** TENURE-TRACK **ASSOCIATE PROFESSOR/SENIOR AGENT Hires**

Dear Dr. HIRE’S NAME:

I am very pleased to offer you an appointment as a tenure-track Associate Professor/Senior Agent in the Department of DEPARTMENT’S NAME at the University of Maryland, College Park. This offer is made with the approval of the Dean of the COLLEGE’S NAME and is subject to the final approval of the Provost and President.

On behalf of my colleagues, and with the enthusiastic support of Dean DEAN’S NAME, I would like to express our excitement at the prospect of your joining our faculty. Your leadership and energy will help us to advance the Department of DEPARTMENT’S NAME to the top ten ranking to which we aspire.

The specific details of your appointments are as follows:

This is a three-year, full-time, tenure-track position. The appointment will be effective DATE OF APPOINTMENT. Under normal circumstances, you will be considered for tenure during the second year of your appointment. Should tenure not be granted, you will be offered a terminal one-year appointment. Offers of employment are contingent on completion of a background check.  A prior criminal conviction or convictions will not automatically disqualify a finalist from employment. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. You will also be provided an opportunity to appeal any decision prior to a final outcome.

The University of Maryland (UMD) has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. As a prospective and/or a new faculty member at UMD, you will be required to comply with the University's vaccination protocol. Proof of full vaccination\* will be required before the start of employment in order to work at any UMD location. Prospective or new faculty members may seek a medical or religious exception to the vaccination requirement at [return.umd.edu](http://return.umd.edu) and must have an approved exception prior to the start of their employment.

### Choose the appropriate paragraph below consistent with the type of appointment

1. The appointment will be on a twelve-month basis at an initial annual base salary rate of SALARY. Your base salary rate may be adjusted annually thereafter in accordance with University salary guidelines and appropriations, and in response to your annual performance review. Typically these salary appropriations are received by the University through its annual budget process, and may include merit and cost-of-living allocations (COLA). Seventy-five percent (75%) of your base salary will be paid from State funds, and the remaining twenty-five percent (25%) of your salary must be provided from sponsored research funds secured by you through the normal University grant solicitation process to government or private agencies. Given the outstanding nature of your research, I have no doubt that you will be fully successful in securing the funds to support the sponsored research portion of your base salary. In the event that you do not have sufficient sponsored research funds to pay the approved sponsored research salary portion, you may elect to change your appointment status to a full-time academic year (9-month) appointment. This academic year appointment would carry a salary rate that is equal to the State portion of your 12-month salary. You should understand that such a conversion might have adverse effects on the contribution and calculation of your retirement and leave benefits.

## OR

2. The appointment will be on a 9-month basis at a base salary rate of SALARY. Your base salary rate may be adjusted annually thereafter in accordance with University salary guidelines and appropriations, and in response to your annual performance review. Typically these salary appropriations are received by the University through its annual budget process, and may include merit and cost-of-living allocations (COLA).

*The following three paragraphs specify additional components of the offer and will vary across academic units*

1. To facilitate the establishment of your research program, the University will:

* Provide suitable office space, furniture, and laboratory space to accommodate your research activities. The University will provide up to $ MONEY to enable you to purchase appropriate computing and laboratory equipment and furniture, support any additional laboratory renovation expenses, and to fund other appropriate research-related activities. These funds may be considered available to you immediately upon arrival at the University of Maryland, and should be expended within three years.
* Supply funds for graduate student or postdoctoral student support
* Guarantee summer support (or some part of the non-state supported fraction of the salary) for some initial number of years.
* Provide annual travel funds in the amount of $ MONEY.

2. I am aware of the real cost of transferring between institutions, and to assist with these costs the University will provide up to $ MONEY to cover reasonable moving expenses for your household and professional items. The University can provide assistance and coordination of your move, and you should contact ADMINISTRATOR’S NAME, the director of administrative services for our department, for further information. The University also provides Dual Career Assistance and Relocation Assistance. For more information refer to the website, <http://www.faculty.umd.edu/newfaculty/start.html>.

3. The University has a workload policy of five three-hour course equivalents per year for regular faculty. However, for faculty in this department who are active in research and involved with student research advising, this load reduces to NUMBER courses per year. However, you will not be required to teach any formal courses during the first year of your appointment. In addition, all faculty contribute service to the College and Campus, and I expect that you will participate in these activities as required.

4. You are eligible to enroll in either the Maryland State Pension System or the Optional Retirement Program (ORP) with either Fidelity Investments or TIAA.  Your decision to enroll in either plan is irrevocable.  You must make a selection, and your enrollment forms must be dated, no later than your first day of employment or your retirement plan will automatically default to the Maryland State Pension System.  If there is a default, a mandatory 7% of your pay will be deducted from your pay and this will be deemed an irrevocable decision.  We encourage you to review the information at <https://uhr.umd.edu/benefits/retirement-benefits/>  or speak with a benefits counselor with the University Human Resources Office of Employee Benefits at (301) 405-7575 to assist you in making your selection no later than your first day of employment.

5. You are also eligible to receive health insurance benefits and participate in University-sponsored insurance programs.  Please discuss your options with (Name and contact information of the HR Coordinator or UMD Benefit Coordinator for your Unit). Please note: Insurance benefit coverage for all plans will be effective on the first day of the month following your date of hire, however you will be unable to enroll until you receive an email from the Employee Benefits Division that will give you access to enroll for benefits coverage. The email notification can take up to 30 days from your date of hire to become available to you. The normal processing time for online benefits request can take between 30-60 days from hire for your benefits to become active. Once the enrollment process is completed, you will be required to pay a mandatory retroactive payment of the premiums for the pay periods in which you did not have a payroll deduction, back to the effective date of coverage.  Please contact the UHR Office of Employee Benefits for more information about this process. For continuous insurance coverage to the end of the month in which you are hired, please make arrangements with your previous employer or health insurance carrier.

I will inform you when the offer has received final approval. At that point, the offer will remain open for NUMBER days, during which time you will be asked to sign an appointment agreement and return it to me. This offer is also contingent upon the provision of authorization to work in the United States in accordance with U.S. immigration laws. The entire terms and conditions governing your appointment will be set forth in an appointment agreement signed by you and the University.

I speak for many colleagues when I say that we are truly enthusiastic about your appointment here. I believe we can provide support for your academic career by offering a stimulating intellectual environment and engagement with a talented and diverse student body. We look forward to working with you as our colleague.

Yours sincerely,

CHAIR’S NAME

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**Sample Letter for** TENURED **ASSOCIATE PROFESSOR/PROFESSOR/PRINCIPAL AGENT/SENIOR AGENT Hires**

Dear Dr. HIRE’S NAME:

I am very pleased to offer you an appointment as a tenured Associate Professor/Professor/Senior Agent/Principal Agent in the Department of DEPARTMENT’S NAME at the University of Maryland, College Park. This offer is made with the approval of the Dean of the COLLEGE’S NAME and is subject to the final approval of the Provost and President.

On behalf of my colleagues, and with the enthusiastic support of Dean DEAN’S NAME, I would like to express our excitement at the prospect of your joining our faculty. Your leadership and energy will help us to advance the Department of DEPARTMENT’S NAME to the top ten ranking to which we aspire.

The specific details of your appointments are as follows:

Your academic appointment is as Associate Professor/Professor/Senior Agent/Principal Agent in the Department of DEPARTMENT’S NAME within the College of COLLEGE’S NAME. This is a full-time position that carries tenure. The appointment is effective DATE OF APPOINTMENT. Offers of employment are contingent on completion of a background check.  A prior criminal conviction or convictions will not automatically disqualify a finalist from employment. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. You will also be provided an opportunity to appeal any decision prior to a final outcome.

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2. The appointment is on a 9-month basis at a base salary rate of SALARY. Your base salary rate may be adjusted annually thereafter in accordance with University salary guidelines and appropriations, and in response to your annual performance review. Typically these salary appropriations are received by the University through its annual budget process, and may include merit and cost-of-living allocations (COLA).

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3. The University has a workload policy of five three-hour course equivalents per year for regular faculty. However, for faculty in this department who are active in research and involved with student research advising, this load reduces to NUMBER courses per year. However, you will not be required to teach any formal courses during the first year of your appointment. In addition, all faculty contribute service to the College and Campus, and I expect that you will participate in these activities as required.

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Yours sincerely,

CHAIR’S NAME

Chair

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