**Offer Letter for Secondary Appointment for UTA Tenured Faculty Member – Department Chair/Associate Department Chair**

**Date**

**Name**

Via email: **EMAIL ADDRESS**

Dear **Name:**

I am pleased to offer you an administrative appointment as **Department Chair/Associate Department Chair** at the University of Texas at Arlington (UTA)in the Department of **Department** reporting to **Supervisor’s Name**, **Supervisor’s Title**.

Your total salary for this nine-month administrative position will be $**SALARY**, beginning **DATE**. When your administrative appointment ends and you return to faculty status, your nine-month faculty salary will be $**SALARY** for 9 months plus any merit increases accrued on your faculty salary component since your appointment. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing.

(INSERT or DELETE ITEM 1 BELOW AS APPLICABLE)

In addition to the nine-month academic salary, you will be provided with the following:

1. Summer salary for **number** months, within the summer months of **month(s)** and of **month(s)**.

Your administrative appointment is at will and without a fixed term and is subject to termination at the concurrence of the President. The appointment is subject to the Rules and Regulations of the Board of Regents of The University of Texas System, regental and University of Texas System policies, the rules and regulations of the University, and applicable state and federal laws.

Please indicate your acceptance or declination of this offer by signing in the space indicated below and returning to me by **DATE**.

Sincerely,

**Name of Dean/Department Chair**

**Dean/Chair, Name of Department**

xc: Pranesh Aswath, Interim Provost and Vice President for Academic Affairs

Academic Personnel Office (academicpersonnel@uta.edu)

**Name of Dean** or **Department Chair**, **Dean or Chair**, **College or School** (THIS SHOULD BE THE OPPOSITE OF THE PERSON WHO SIGNED ABOVE)

I accept this offer of appointment.

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**Faculty Name**  **Date**

I decline this offer of appointment.

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**Faculty Name** **Date**