# SAMPLE LETTER – Academic Administrators

[DATE]

Dr. John Doe

102 Professional Drive

Carrollton, GA 30117

Dear Dr. Doe:

On behalf of the University of West Georgia I am authorized to offer you, conditionally, the position of **\_\_\_ [Faculty Title]** \_\_ and \_\_ **[Administrative Title]** \_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The contract dates for Academic Year 2012-2013 begin **August 1, 2012** and end **May 3, 2013**. The salary for the Academic Year will be $\_\_ [**Total Salary Amount]** \_\_. This salary includes an academic year faculty salary of ­­­­­ \_ **[9 month Faculty Salary] \_**\_, which will be your academic year compensation should you no longer hold your administrative position. In addition, during a year in which the Board of Regents approves merit increases, you will be eligible to receive merit increasesbased on performance evaluations by your supervisors.

The faculty and staff of the Department of \_\_\_\_\_\_\_\_\_\_\_\_ look forward to having you join us at the University of West Georgia.

Sincerely yours,

Dean

I understand and (accept) (do not accept) this offer of employment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\* All letters of offer for Academic or Fiscal Administrators must be approved by the President and Provost before the letter is submitted to the candidate