



**Checklist for Letter of Appointment**

(AY or 12-month) (probationary (tenure-track) tenured)  
(Dept./School Name)  
\$(Annual Salary Amount)  
\$(Monthly Installment Amount).

(September/February - depending on whether  
faculty starts in fall or spring semester) \_\_\_\_\_  
(October/March – depending on whether faculty starts in fall or spring semester)

- (Date – TBD)
- (August/January \_\_\_\_\_ )  
(First Day of Orientation) (Last Day of Orientation)
- (First Day of Orientation)
- (Fall/Spring) (First Duty Day)
- (September/February 1, (year))  
(Date of first Day of Orientation)

(Due Date – TBD)

(Due Date (o) ) ] T J O d [ ( e # ( i ) - 2 Q D ) r e c h n e # A



**CHECKLIST FOR LETTER OF  
APPOINTMENT**

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*Matter(s)*

*(Subject*

- *NB: Do not list specific courses that candidate will teach. These change over time and should not be made permanent by including in offer letter.*
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*[If a 12*