

Date

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear XXXXXXXX:

On behalf of the Department of _____, I am writing to advise you that we are planning to recommend to the Chancellor your appointment as _____ Professor, Step _____, Off-Scale, effective July 1, 2001, at an annual salary of \$_____ (nine-months basis). Your off-scale salary is in the amount of \$_____. This off-scale amount will decrease by \$_____ at each merit increase or every (two or three) years whichever occurs first. Your salary will return to scale on July 1, _____ or at advance to _____ Professor, Step _____, whichever occurs first. This arrangement is contingent on your fulfillment of the requirements for the Ph.D. degree. If you do not receive your Ph.D. before the appointment date, you will be appointed to the position of Acting Assistant Professor, Step ___I, Off-Scale, at an annual salary of \$_____ (nine-months basis), which includes \$_____ off-scale. The title of Acting Assistant Professor is conferred on an annual basis and is considered to be self-terminating after one year. However, the department may request reappointment for one additional year.

Upon approval of appointment, the University will provide you with one computer and printer and related computing software, with the understanding that all such equipment remains the property of the University for use under campus auspices. In addition you will be eligible to apply for a Mortgage Origination Program loan. We will also pay 100% of the removal expenses for your relocation to Riverside, subject to the provisions of the University's Removal Expense Policy (attached).

[Other incentives such as summer salary, research support, etc., could be mentioned here.]

Under the University of California system of shared governance, the Chancellor exercises his authority to appoint faculty only after a tiered peer review process of some duration has made its recommendations. Appointment authority is not delegated to department chairs or deans nor are their recommendations legally or officially binding on the Chancellor, though they do constitute a critically important part of the process. The foregoing statement is intended solely to provide accurate information to you and legal protection to the University on our entering into these joint negotiations.

Please accept the above as my understanding of the offer we discussed. I would appreciate knowing whether you accept the offer by _____.

Sincerely,

Chair

Enclosures