Date

Address

Dear ,

It is my great pleasure to inform you that the Executive Committee of the College of Engineering has authorized me to offer you the position of ------------ Professor of -------------- Engineering in the Department of -------------- Engineering [include the following for senior offers: pending approval of the Regents of the University]. This tenure-track appointment is for a three-year period beginning September 1, 2018. This appointment is renewable for a subsequent three years depending on the outcome of a reappointment review that will take place in spring of 2021. Under normal circumstances you will be considered for promotion to Associate Professor with tenure during the 2023-24 academic year.

Your initial nine-month academic year salary will be $--,000. In subsequent years you will participate in the annual merit increase program for the College of Engineering faculty. Please refer to the attached Addendum of information for details regarding your appointment, benefits and the policies of the University of Michigan and College of Engineering.

Consistent with our commitment to offer the highest quality of instruction within a premier research institution, you will be expected initially to teach --- course(s) per term and to spend a significant portion of your time on research and graduate student supervision. After your first three years, a standard teaching load with an active research program would be three courses per year.

As a faculty member in the -------------- Engineering Department, you will be expected to develop a vigorous externally funded research program. To help with the cost of establishing your research program at the University of Michigan, the Department and College will provide $ ---,000 of research startup funds. Of these funds, $250,000 ($125,000 for senior hires) must be used to support students unless external funds are available for substitution. The remainder of the funds may be used at your discretion for research or related expenditures such as equipment, student support, computers, or travel. These funds will be available to you through August 31, 2023.

Space for your research program will be provided in ------------ Building. Your faculty office will be -------- (general description is ok, specific space must be noted in the start-up worksheet)

The College of Engineering is committed to providing the resources necessary for your success in both teaching and research. As evidence of this, we have developed a full day program that supplements the University’s New Faculty Orientation in August 2018. Together, the two programs provide an orientation to both the College of Engineering and the University that will focus on the skills needed and resources available to help you reach your goals. Details will be sent to you in advance of the orientation, sometime in the summer of 2018. We strongly encourage your attendance at this orientation in August 2018, as well as at other College of Engineering "New Faculty Foundations" events throughout the academic year. We will provide information about additional programs to you as it becomes available and you may also visit: <http://crlte.engin.umich.edu/orientation-programs-workshops/new-faculty/> for times and locations of qualifying events. If you do participate in the August 2018 orientation sessions and four additional “College of Engineering Faculty Foundations” events, you will receive one-time discretionary support of $3,000 to be transferred to your faculty account.

All faculty members are expected to obtain research funds from external agencies for their summer support, which is paid at your academic year monthly rate. During each of your first two summers only, the College will provide support (salary plus benefits) for two (one for senior faculty) summer months in the event you are unable to obtain external funding. However, if you are able to attract external support for your summer salary, you may use these funds in support of your research program. Please be advised however, that the University limits the amount of funding for summer months to two and a half months of support on sponsored funds. (See Standard Practice Guide 201.04, http://www.spg.umich.edu/policy/201.04)

The University will reimburse you for the actual expenses of moving from your present location to Ann Arbor up to a maximum of one-ninth of your academic year salary. This includes lodging, household goods, airline tickets, etc., and mileage at the reimbursement rate in effect at the time of the move to cover personal travel. Please refer to the University of Michigan Standard Practice Guide for details of the University policy on moving and relocation. (http://www.spg.umich.edu/policy/201.68)

I truly believe that this offer presents an excellent opportunity for you and the Department and we hope to have you join us in September. Everyone in the Department is very excited about the possibility of you joining us. We believe that you will find the department, the College of Engineering and the entire University of Michigan to be an exciting place for your research and professional development and a welcoming home. Please let me know as soon as possible and no later than ------------, 2018 if this offer is acceptable to you by signing one copy of this letter and mailing it back to me. The second copy is included for your records. In the meantime, if you have any questions, please do not hesitate to contact me.

Sincerely,

, Chair

Attachments

xc: Associate Dean Michael Wellman

I accept the terms and conditions of this offer, and have read and understand the attached addendum outlining the policies of the University of Michigan and the College of Engineering:

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date