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 August 28, 2023. This appointment is renewable for a subsequent three years depending on the outcome of a reappointment review that will take place in winter/spring of 2026. Under normal circumstances, you will be considered for promotion to Associate Professor with tenure during the 2028-29 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, $375,000 ($187,500 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, 2028.

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 Faculty Orientation in August 2023. 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 2023. We strongly encourage your attendance at this orientation in August 2023, 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. Please 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 2023 orientation sessions and four additional New Faculty Foundations events, you will receive one-time discretionary support of $5,000 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. These funds will be available to you through August 31, 2028. 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 that the University allows at most two and a half months of summer support on sponsored funds. (See Standard Practice Guide 201.04, http://www.spg.umich.edu/policy/201.04)

The College will provide you with a lump sum payment of $<10% of FTR, up to $15,000> (subject to applicable taxes) issued in your <September or January> paycheck to offset the cost of moving from your present location to Ann Arbor.

The University of Michigan is committed to building a campus environment in which all members of our community can learn and grow. The College of Engineering is similarly dedicated to providing all our members with respect and opportunities to contribute to our mission. To achieve this, we expect faculty members to show respect to others, to act with integrity and civility, and to contribute to strengthening an environment that values diversity and inclusion and is free from discrimination and harassment. As a condition of your employment, you will be required to participate in an online module for faculty and staff that provides information about maintaining a respectful, inclusive and equitable working and learning environment free from sexual harassment and misconduct. Training must be completed within 60 days of your hire date. More information will be provided upon completion of your hire.

This offer is contingent upon reporting your COVID19 proof of vaccinations no later than one week before your appointment start date. You may request a medical or religious exemption; however, successful completion of the exemption process must occur prior to your start date. If you will not be fully vaccinated and boosted at the time of hire, you may request an exemption or a temporary postponement of the vaccination requirement.  More information on this policy is available on the [Campus Blueprint website](https://campusblueprint.umich.edu/).

I truly believe that this offer presents an excellent opportunity for you and the Department and we hope to have you join us in <August or January>. 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 ------------, 2023 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 Steve Ceccio

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