Dear ________:

I am very pleased to confirm the details regarding our recent discussions concerning the tenure track position of ___________________. Appointments to such positions are subject to the Policies of the SUNY Board of Trustees and require approval by the Provost and President. Appointments are also contingent on the outcome of a University-mandated pre-employment background investigation.

I will recommend the following terms and conditions of your appointment:

Rank: 
Salary: 
Start-up: $_____, inclusive of moving expenses ($____), to be expended within [specified time period] of your arrival, on [permissible usages].

Please note that this would be a ‘term appointment’ to a position of academic rank (tenure track) subject to the Policies of the SUNY Board of Trustees which can be viewed at http://www.suny.edu/sunypp/#. If confirmed, your initial term of appointment would be [date] through [date]. Classes will begin around [date], but please be advised there may be Departmental faculty obligations that occur during the week before classes begin at which your attendance may be required.

If the above terms and conditions are acceptable to you, please acknowledge by signing below and returning this letter to me. The second copy is for your records.

The [Department] is most enthusiastic about having you join the Stony Brook community, and our faculty look forward to working with you as a colleague. I would be happy to talk with you further about any questions or issues you have regarding the position.

Sincerely,

Acknowledged:

________, Chair
Department of ________
[Applicant’s name]
Date_________