

OFFER LETTER COMPONENTS*

Name of Faculty Member:

Faculty Rank:

Position Number:

Academic Home College		Academic Home Department
Teaching (%)	Research (%)	Administrative and Service (%)
Teaching Load		
Delineated Duties Beyond Teaching		
All components listed below are subject to funding availability and/or budgetary constraints.		
Clerical/Administrative Support		Research/Teaching Support
Laboratory Space Requested		Renovation of Laboratory Space Requested
Research/Laboratory Equipment Requested		Projected Research/Laboratory Equipment Funds
Technology Needs/Requests		Technology Needs/Requests Funds
Travel Funds	Discretionary Funds	Course Release Time
Summer Salary	Relocation/Moving Expenses	
Other (Add Annual Salary, and detail any other needs/requests and accompanying costs)		

*Components listed above are only applicable to the current Academic Year in which you are hired. The University reserves the right to reduce or otherwise revise the funding or other components described herein for reasons or events beyond the University's control.