*(Example of basic offer letter PROFESSORIAL TITLES)*

PLEASE INCORPORATE THE CONTRACTUAL TEACHING INSTRUCTIONAL START DATE AS OUTLINED IN THE MEMORANDUM FROM CENTRAL.

DATE

NAME

ADDRESS

ADDRESS

Dear

We are pleased to inform you that we have been authorized by the President to offer you a tenure-track appointment as [ ] Professor, Department of [ ] at an annual salary of $00,000, for the 200N-200N+1 academic year beginning August xx, 20xx.

This offer is subject to the terms and conditions governing faculty appointments at Queens College of the City University of New York. It is also subject to the approval of the Board of Trustees of the City University of New York and financial ability.

Please sign the enclosed copy of this letter and return it to my office by [ ] to indicate acceptance of this offer.

We look forward to working with you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, School of Social Sciences Chair, Department of

I accept this offer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

C: Provost Patricia Price

Note: If the candidate does not yet have the Ph.D, but is required to by the appointment date, insert a sentence like: “This offer is contingent on your completing all requirements for the Ph.D. degree from the University of X by YYY date.” It is strongly recommended that the date by which notification is required is well before the anticipated start date to allow processing of hiring paperwork, visa processing if applicable, to ensure that the candidate is put on the payroll in a timely fashion.