Date

Name

Title

School

IU Indianapolis

Dear Willie:

I am pleased offer you to the position of XXXX Fellow for this coming academic year. The fellowship will begin Month XX, 20XX and end Month XX, 20XX. Summer activities are not expected but may be revisited as summer approaches. At the end of this appointment, we can discuss an additional term if appropriate.

The Office of XXXX will transfer $XXXXX to [faculty member’s home school] to compensate for 20% of your salary and to release you from teaching [or other] duties during this fellowship that you and your dean agree upon. [If PD funds are offered] During your fellowship, Office of XXXX will also cover expenses up to $XXXX for attendance at a conference or other activities related to your fellowship.

The duties of your fellowship are: [Insert duties]. By the end of the fellowship, you are expected to have completed the following deliverable(s). You will meet regularly with your fellowship supervisor, TITLE, to report on and coordinate your activities. Please plan to work the equivalent of one day a week for this fellowship. We will provide a work space in the OFFICE SPACE [if provided] to use if you wish. You will also be invited to certain meetings including: [INSERT HERE].

We look forward to working with you, and we are very pleased you have agreed to take on this role. Please confirm your acceptance of this appointment by signing and returning this letter to me via email.

Sincerely,

Name

Title

Rank

Cc: Academic Dean

Fiscal Officer

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Name Date