Offer Letter – Professor of Practice Appointments

Revised Spring 2025

Date

Addressee

Dear Candidate Name:

I am very pleased to offer you the position of professorial title in the Department of [department] in the School of [school] on the Indiana University Indianapolis campus. This offer is also subject to approval by the Trustees of Indiana University and a satisfactory background and employment check as required by Indiana University policy.

Your initial appointment will be for three years beginning on or about Date. [Include information about long-term appointment, if offered in the school.

You will receive a faculty base salary of $xxxxx on a ten- or twelve-month basis.

In addition to your salary, you will receive [fringe benefits](https://hr.iu.edu/employment/new-employees.html) which includes eligibility to participate in the university’s retirement and life and health insurance programs. You must enroll in health benefits within 30 days of the effective date of your appointment. If this 30-day period is missed, you will not be able to enroll until the next open enrollment session. It is the policy of Indiana University to provide reasonable [accommodations](https://oeo.iupui.edu/ada-accessibility/index.html) for qualified persons with disabilities; please contact the IU Indianapolis Office of Institutional Equity to begin this process.

The standard workload for your position divides time among your responsibilities: XX% teaching (X-X course load), XX% research, and XX% service. Insert information relevant to this specific offer such as workspace, semester teaching load, etc.

The university’s commitment to you and your reciprocal expectations are rooted in the policies and procedures related to academic appointments contained in [the University Policy](https://policies.iu.edu/) website and the [IU Indianapolis Faculty Guide](https://facultycouncil.indianapolis.iu.edu/Governance/IU-Indianapolis-Faculty-Guide). The policies and procedures of the University and campus will govern your faculty appointment, including, without limitation, matters relating to appointment, reappointment/non- reappointment, and termination. Therefore, in the event of a conflict between this letter's terms and applicable university or campus policy, university and campus policies control. This letter is not a contract, employment agreement, or other promise of continued employment.

The culture of the School of [insert school name] and of IU Indianapolis is of utmost importance. We dedicate ourselves to excellence in teaching, research, and service. All faculty members at Indiana University abide by the [Principles of Ethical Conduct](http://principles.iu.edu/) and [Academic Appointee Responsibilities and Conduct](https://policies.iu.edu/policies/aca-33-code-academic-ethics/index.html), and support the [Code of Student Rights, Responsibilities, and Conduct](http://studentcode.iu.edu/) and the institutional value of [intellectual diversity](https://academicaffairs.indianapolis.iu.edu/Faculty-Affairs/faculty-reviews/intellectual-diversity-review). Faculty presence on campus is essential for the culture and effectiveness of our school. Any requests for remote work must be for the benefit of the school, approved by the dean each semester, and documented through a school process.

We look forward to you joining us as a colleague and as a member of our team. Please indicate your acceptance of our offer by signing a copy of this letter and returning it to us as soon as possible. As you consider this offer, please know that as your friends and colleagues, we will do all we can to help you and the school be successful.

Best wishes,

(Name), (Title) ACCEPTANCE:

I accept and acknowledge the terms and conditions of employment as discussed and set forth in this offer letter.

Signature: Date:

Contact email for benefits processing and orientation information: