**IOWA STATE UNIVERSITY FACULTY LETTER OF INTENT**

**For Regular Appointments (Tenure and Tenure-Eligible)**

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| --- | --- |
| Name |  |
| Address |  |
| The conditions and terms of the offer being made to you are outlined below: |
| Position/Rank  |  |
| Academic Department  |  | College |  |
|  |
| Salary Base: |  | A (12 months) |  | Full-time |  |  |
|  |  | B (9 months) |  | Part-time |  | (fraction of full-time) |
|  |
|  | New Appointment: Annual base salary | $ |  | ($ | per month) |
|  | Renewal of Appointment: (Salaries beyond the current fiscal year cannot be determined until allocations |
|  | have been made to the university by the Legislature and the State Board of Regents.) |
|  | Original Date of Tenure Eligible Appointment |  |
|  |
| The appointment will begin on |  |  |
|  |  | It is a continuous (tenured) appointment |
|  |  | It is a probationary appointment, ending on |  | and it will be renewed unless notice to the |
|  |  | contrary is given by |  | . The probationary period will be |
|  |  | completed on |  | , assuming continuous employment of 50% or more of full- time service. |
|  |  |  (In establishing this probationary period, prior academic service at |  |
|  |  | during the period |  | to  |  | has been considered and |  | years have |
|  |  | been applied toward the normal seven-year period.) |
|  |  | It is a terminal appointment, ending on |  | and will not be renewed. |
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| Special Conditions: |       |
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| This appointment is offered subject to the approval of the State Board of Regents, subject to the continuing availability of funds. An original appointment is also subject to lawful work eligibility upon the start of employment, and the offer is contingent upon the successful completion of the background check at hire.  |
|  |
| Appointment offered by  |  | Date |  |
|  | Department Chair |  |
|  |
| Offer approved by  |  | Date |  |
|  | College Dean |  |
| ***For new appointments***, approval by the Provost is required: |  |
|  |  |  |  |
|  |  | Date |  |
|  | Provost |  |
|  |
| I have read and I understand the offer and its terms and conditions, and I agree to these terms and accept this offer. Further, I understand that this agreement is in accordance with the policies contained in the Iowa State University Faculty Handbook. The candidate accepting this offer may not revise or add any terms or conditions of the appointment without prior agreement. Revisions or additions will only be accepted if all parties initial and date each instance. (Please sign on the line below.)  |
|  |
| Signed |  | Date |  | Soc Sec. No. |  |
| Disclosure of your Social Security Number (SSN) is not required by law upon acceptance of a job offer. Iowa State University requests you provide your SSN at this time in order that various administrative processes, including establishing your payroll/personnel record, can be initiated. The privacy and confidentiality of your SSN is protected by Federal and State law and will not be disclosed without your consent except as allowed by law. |
| Please return this letter by  |  | to the Department Chair. |
|  |
| For additional information concerning the terms incorporated in this appointment, please refer to the ISU Faculty Handbook and relevant policy statements of the university (certain provisions of which are abstracted on the back of this form). |
| Iowa State University requests this information for the purpose of maintaining personnel files. No persons outside the university are routinely provided this information. Responses to all items are required. |
| **Copies to: Appointee, Department Chair, Dean; original to Provost Office.** |

**Iowa State University Faculty Appointment, Tenure Policies**

*(Abstracted from the policy statements found in the Faculty Handbook available at http://www.provost.iastate.edu/faculty/handbook/faculty\_handbook/)*

Tenured and tenure-eligible appointments are regularly budgeted positions at any rank and account for most faculty appointments. Tenure-eligible faculty are appointed for a specified period of time (term appointment), and notice of intent not to renew will be given according to ISU policy. A person on a tenure-eligible appointment for a specified term is considered to be in a probationary period of service leading to tenure. The length of this period is specified at the time of initial appointment, but it may not exceed seven years, except in cases of part-time tenure-eligible appointments and in cases of the approved extension of the tenure-clock.

Tenure accompanies appointment to the rank of associate professor or professor unless a probationary period for the new appointee is clearly specified in advance, or unless it is indicated that the appointment does not carry tenure. The latter is used rarely and is limited to instances of term appointments of a special nature or character. For initial appointments at the rank of associate professor or professor without immediate tenure, the departmental recommendation as to tenure specifies the length of the probationary period.

After the awarding of tenure, the appointment is continuous. Except for resignation, retirement, or death of the faculty member, such appointments are terminable only for adequate cause.

**Non-renewal or Termination of Appointment**

Written notice that a term-appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment, according to the following minimum periods of notice: 1) not later than March 1 of the first academic year of service at Iowa State, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination; 2) not later than December 15 of the second academic year of service at Iowa State, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; 3) at least twelve months before the expiration of an appointment after two or more years at this institution. In the event of extraordinary financial crisis leading to termination of faculty members with continuous appointment (tenured), notice of termination shall be given not less than twelve months prior to the effective date of termination.

A faculty member who wishes to resign from an appointment or does not plan to accept a renewal of a current appointment should notify his/her department chair in writing at the earliest opportunity to allow time for a suitable replacement to be found, generally not later than April 15. A resignation of a B-base faculty member will ordinarily be effective as of May 15 of the current academic year.

**Limitations on A-Base Appointments**

A-base appointments are subject to change to B-base consistent with changes in the programmatic needs of the department, college, or university and/or changes in assignment of the faculty member such that an A-base appointment is no longer appropriate.

*The provisions of this document must comply with university personnel policies. Questions regarding compliance will be reviewed by the Provost as chief personnel officer of the university, in consultation with the college dean.*