I am delighted to offer you a 9-Month, 1.0 FTE faculty appointment as a Professor in the Department of \_\_\_\_ in a tenured status, effective \_\_\_\_\_\_. Your beginning base salary as a tenured Professor in the Department of \_\_\_\_ will be $\_\_\_\_ on a an academic-year (9-month), 1.0 FTE basis. Your academic appointment shall be confirmed by a vote of the present senior professors in the Department, which I will seek once you agree to accept my offer.

In addition I am pleased to offer you the endowed position of <<<<<ENDOWED CHAIR/PROF>>> for a term of <<YEARS>> effective <<<DATES>>. This award recognizes your <<DESCRIBE CRITERIA AND WORK>>> and is made in anticipation of your future service to the <<<DEPARTMENT OR COLLEGE>>>. As the holder of the <<AWARD NAME>>>, you will receive an additional $\_\_\_\_\_\_\_ in salary per academic year. <<DESCRIBE ANY OTHER TERMS>>> to be used for <<DESCRIBE USAGE AND ANY RESTRICTIONS OR PROCEDURAL REQUIREMENTS>>.

This endowed position is subject to terms and conditions set out in the UNM Faculty Handbook related to endowed positions, and is renewable, conditioned upon satisfactory performance. The <<AWARD>> was established in <<DATE>> by <<DONOR>>. The Donor’s intend that the <<AWARD>> be used to <<TERMS>>. As a recipient of an endowed <<<PROFESSORSHIP OR CHAIR>>>, you are required to report annually on your accomplishments and activities associated with this role. The UNM Foundation facilitates the process and ensures that donors receive these reports. Your report should be submitted in February of each year describing their activities during the previous calendar year. An online report template and submittal process is facilitated through an application created for the purpose of collecting the reports. The report template can be found at <http://endowed.unm.edu/>. Faculty Handbook [Policy C170](http://handbook.unm.edu/section-c/c170.html) governs the reporting requirement.

[Continue with the rest of typical offer letter for a continuing appointment]