


## The College of Social and Behavioral Sciences

	Policy:	
	New Material for Letters of Offer to Faculty Recruits	
	Revision: 10 January 99	Effective: 10 January 99

### Policy

**Date:** January 10, 1999

**TO:** Heads and Directors

**FROM:** Holly M. Smith, Dean  
College of Social and Behavioral Sciences

**SUBJECT:** New material for letters of offer to faculty recruits

Occasionally, in the course of hiring a new faculty member who already holds a tenure-track appointment at another institution, issues concerning the individual's retention of an appointment at his or her home institution arise. In most cases it is not appropriate for an individual to accept a tenure-track appointment at the University of Arizona while continuing to maintain a tenure-track appointment (on a leave without pay basis) at another institution. On the other hand, there are occasions when such an arrangement does make sense, just as it may sometimes make sense for us to give a faculty member a leave of absence while he or she explores an appointment at another institution. However, when we hire someone who already holds a tenure-track appointment at another institution and how wishes to maintain the original appointment, this needs to be an explicit matter of discussion and agreement between us, the individual, and the individual's home institution. The Dean of SBS's approval is required in such cases. On rare occasions the prospective faculty member is not completely forthcoming about these circumstances, either with us or with the home institution. To preclude such occurrences, I am asking you to include the following wording, as appropriate, in your letters of offer

to faculty members who already hold tenure-track appointments at other institutions.

For the case where we expect the individual to resign his or her present position:

“This offer is conditional upon your resigning your current academic position at [institution] as of [suitable date, usually August 1 if the individual is to start at the beginning of our fall term].”

For the case in which we have approved the individual's maintaining his or her current position:

“We have agreed that you may retain your current academic position at [institution] on a leave of absence without pay basis for one year. Your acceptance of our offer indicates that you have informed [home institution] or The University of Arizona by [date-usually the end of the first academic year].”

Please insert these paragraphs into the word processing file that holds your sample letter of offer to new faculty, and make sure that you include the appropriate version in the letter of offer affected by this issue. Neither version, of course, should appear in a letter to a faculty member who presently holds no other tenure-track position.

Please feel free to call if you have any questions.

## **Knowledge**