[Date]

[Candidate name]

[Candidate address]

Dear [candidate name],

I have the pleasure of informing you that the Yale Institute of Sacred Music is recommending your appointment as Assistant Professor [Adjunct] for an initial term of [duration], from [start date] to [end date]. The recommendation has been approved by the Director of the Yale Institute of Sacred Music and by the Yale Office of the Provost. The appointment will now be transmitted by the Provost for final approval by the Fellows of the Yale Corporation, the University's governing board.

Your initial salary, effective [start date], would be [dollar amount]. [This salary and the assistant professor rank are predicated on the assumption that you will have received the Ph.D. by [date]. If you do not, your appointment would initially be that of Lecturer Convertible, at a salary of [dollar amount]. If you receive the Ph.D. by October 1, [year], the appointment would be converted, retroactively to July 1, to the higher rank and salary. If you receive the degree after October 1 but before February 1, that conversion would be effective as of January 1. The Lecturer Convertible appointment could not be renewed beyond a second year without a conversion to Assistant Professor.] Although the salary represents compensation for the academic year, salary payments are divided into twelve equal installments, with the first installment to be paid on the last day of the initial month of appointment. Yale also offers a generous package of health, retirement, and other benefits, as described in the *Faculty* *Handbook* mentioned below.

The normal teaching load in the Institute of Sacred Music is [number] courses per term for a total of [number] courses per year. Each year you will work out your teaching assignments in consultation with the Director of the Institute and Directors of Undergraduate and Graduate Studies of the Institute. The exact details of these courses can be worked out following what we hope will be your acceptance of the position.

As an addendum to this letter, please find a description of the reappointment and promotion review processes governing your appointment. The principles outlined there will apply to your review for reappointment to Assistant Professor [Adjunct] and any subsequent review for promotion. Yale’s standard review policy for fully-joint appointments is described in the *Faculty Handbook* (section III.H).

You will be eligible to participate in Yale’s homebuyer program, which provides financial assistance to faculty and staff who buy homes in a qualifying neighborhood. Details of the program can be found at <http://www.yale.edu/hronline/hbuyer/index.htm> and

<http://www.yale.edu/hronline/hbuyer/hbuyworks.htm>. In addition, several area banks have established special home mortgage loan programs for Yale employees through the Yale

Mortgage Loan Program, described at <http://www.yale.edu/hronline/benefits/mortgage.html>.

Information on leave policy, fringe benefits, and other matters relating to your employment is provided in the *Handbook*. Because the *Handbook* contains essential employment understandings between you and the University, and your employment by the University will be governed by its terms, we urge you to read it with great care. If you decide to join us, you will be asked to stay informed of any revisions that are made to the *Handbook*, which is available online at <http://provost.yale.edu/faculty-handbook>. Please let us know if you have any questions or concerns about any matters addressed in the *Handbook*, or about the terms of your appointment described herein.

[*If the position is tenure track:* Finally, it is important to note that Yale policy precludes any ladder faculty member from holding a tenured or tenure track appointment at any other institution in addition to his or her appointment at Yale.  Therefore, this offer is contingent on resignation of your current appointment at [xxx] University prior to the start date of your appointment at Yale.]

I and my colleagues in the Institute of Sacred Music are truly enthusiastic about the prospect of having you as our colleague, and we are looking forward to your arrival at Yale. We ask that you respond to this letter no later than [date] with what we sincerely hope will be your acceptance.

Sincerely,

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Martin Jean

Director, Yale Institute of Sacred Music

*Acknowledged and agreed:*

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[Candidate name], Candidate Date

[att: Offer Addendum]

cc: Emily Bakemeier, Deputy Provost for the Arts and Humanities

John Mangan, Associate Provost for the Arts and Humanities

[Business administrator name], Institute of Sacred Music

 Kathy Poirier, Office of Faculty Administrative Services

 [Other, as appropriate]