[Date]

[Candidate name]

[Candidate address]

Dear [candidate name],

I have the pleasure of informing you that the Yale School of Architecture 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 Dean of the School of Architecture, the Executive Committee of the School, 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]. 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 School of Architecture 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 Dean and Directors of Undergraduate and Graduate Studies of the School. The exact details of these courses can be worked out following what we hope will be your acceptance of the position.

[*If the position is tenure track:* Yale has an extremely generous leave system, and you will be eligible for a full year’s leave at full pay in your 2nd, 3rd, or 4th year on the faculty after at least one full year of teaching.]

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>.

A description of the School of Architecture’s faculty ranks can be found in the *Faculty Handbook*, Section V. Information on leave policy, fringe benefits, and other matters relating to your employment is also 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 School of Architecture 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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Robert A.M. Stern

Dean, Yale School of Architecture

*Acknowledged and agreed:*

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[Candidate name], Candidate Date

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

John Mangan, Associate Provost for the Arts and Humanities

[Business administrator name], School of Architecture

Kathy Poirier, Office of Faculty Administrative Services

[Other, as appropriate]