12-Mos.Tenure Eligible- Sample-Off-Cycle Base Pay Salary Increase

(Supersedes contract dated <DATE>) to reflect salary increase)

Position No. F\_\_\_\_\_

Tenure Eligible

Tenure Review Date: 0000-0000

<DATE>

Banner ID# V

<NAME>

<ADDRESS>

<ADDRESS>

Dear <NAME>:

I am very pleased to continue your tenure-eligible faculty appointment at Virginia Commonwealth University for the period beginning July 1, 2019 through June 30, 2020. This appointment is a full-time position as a(n) <RANK> in the <DEPT>, <SCHOOL OR UNIT>. Your salary for this position will be based on an annual salary of $<SALARY>.

The terms and conditions of your appointment are set forth in the enclosed***Virginia Commonwealth University* *Terms and Conditions of Employment****.* Your continuing appointment and contract renewal are scheduled on an annual basis. During the years you remain tenure eligible you will continue to receive an appointment contract each spring and, if applicable, a salary notification regarding any subsequent changes.

If you have any concerns or questions about your appointment, please contact <NAME OF CONTACT PERSON>, <TITLE OF CONTACT PERSON>, <SCHOOL or UNIT>. If this appointment is acceptable to you, please sign and return this Appointment Contract to me at [\_\_\_\_\_\_\_\_\_@vcu.edu](mailto:_________@vcu.edu) (or to me using the enclosed envelope). We look forward to hearing back from you within ten (10) days of your receiving this appointment contract.

I hope that your association with Virginia Commonwealth University is pleasant and rewarding.

Cordially,

DEAN’S NAME

Dean, <SCHOOL OR UNIT >

Enclosures

By signing below, I agree to the terms and conditions of this contract, acknowledge I have read the attached *Terms and Conditions of Employment*, and hereby accept this appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ This offer is not valid unless signed.

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date