

**Job Offer Example: (Email)**

July 23, 2013

Dear Mr. Smith,

It was a pleasure talking with you again today, and I am delighted to outline the terms of the offer we agreed to this morning.

Title: Assistant Professor of Geology in the Geology.

Salary: \$55,500 base, with an additional \$1,500 with the completion of the PhD.

Start-up account: \$10,000, to be used through your year of tenure review (effectively 6 years).

Individual Faculty Development Account: \$2,250 per year, annually.

Tenure and Sabbatical clock are normal - 6 and 8 years, respectively.

Junior Leave: In the third or fourth year after a successful pre-tenure review.

Moving expenses: Per college policy, <http://www.kenyon.edu/directories/offices-services/office-of-the-provost/facilities-resources/moving-expense-reimbursement-policy/>

College mortgage program: <http://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/faculty-handbook/62-housing/>

I would like to suggest you review our complete set of benefits, available at: <http://www.kenyon.edu/directories/offices-services/human-resources/benefits/>

Finally, this website, <http://www.kenyon.edu/directories/offices-services/office-of-the-provost/facilities-resources/>, outlines a variety of resources for new faculty members.

Please let me know if I can answer any questions that you may have. I am delighted that you have accepted these terms verbally, but if you could provide an email confirmation, my assistant will guide the process once you confirm.

Again, I am delighted that you will be joining us here at Kenyon. Welcome.

My best,

Provost