

# Initial Offer Letters

BL-ACA-B14

## About This Policy

**Effective Dates:**

09-21-1976

**Last Updated:**

09-21-1976

**Responsible University Office:**

Office of the Vice Provost for Faculty & Academic Affairs

## Scope

All academic appointments on the Bloomington campus.

## Policy Statement

In the offer letter sent at the time of initial hiring of a new faculty member, the appropriate unit head or department chairperson shall describe briefly the kinds of professional duties expected from faculty members at Indiana University and shall state how the criteria for promotion and tenure are likely to apply in the individual faculty member's case. This letter shall have been approved by the Vice Provost for Faculty and Academic Affairs prior to being sent.

## History

Approved: BFC 9/21/76

Reviewed by Faculty Affairs Committee: 10/05/17