

TO BE SENT ALONG WITH PRESIDENT'S APPOINTMENT LETTER

Date:

Name

Address

Dear Professor XYZ,

I am pleased to welcome you to Ramapo College and to the School of XYZ. in the position of Assistant Professor of Biology (U 22, Step 5 @ \$ 62,000) for the 2011-2012 academic year.

If no terminal degree, insert "As discussed, you are expected to complete your PhD by September 1, 2011."

For ASB, insert "As discussed, you are required to maintain Academically Qualified status as outlined by AACSB."

Your primary convening group(s) will be Biology and Biochemistry and you may participate in the Bioinformatics convening group as a secondary commitment. You will be expected to teach courses ranging from 100 level to 400 level as program delivery requires. Teaching in a graduate program, provided you meet the criteria outlined in the Graduate Manual, is possible with my approval. In addition, you will be expected to develop courses in XYZ (or develop a program in XYZ) or serves as liaison with..., participate in ..., etc.

While you will work closely with your Convener and members of your convening group, as your Dean, I invite you to discuss, consult or bring any issues of concern to my attention. As confirmation that you understand and accept these conditions, please sign and return this letter along with the President's letter of appointment to the Office of Employee Relations.

Sincerely,

Mason Hughes

Dean, TAS

Signature

Date