**SAMPLE LETTER OF OFFER FOR APPOINTMENT TO A NAMED CHAIR**

Date

Dear [ ],

Upon the advice of a special committee struck for this purpose and with the approval of the Provost, I write to offer you the [named Chair] for a [ ] year term, beginning [ ] and ending on [ ]. This appointment is renewable for a second [ ] year term following a favourable review.

This appointment does not replace your tenured appointment. All terms and conditions of your employment will remain subject to the University’s policies and procedures for academic staff.

As [named Chair] holder you will receive [an annual stipend, a research assistant, etc., as appropriate].

I am delighted to offer you this prestigious appointment. Please sign below to indicate your acceptance and return a copy of this letter to me.

Yours sincerely,

Dean, Faculty of [ ]

I accept the [named Chair] under the terms described above.

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Name of Candidate

 Date

c.c. as appropriate