**FIXED TERM SALARIED APPOINTMENT LETTER**

DATE

James W. Dean Jr., PhD

Executive Vice Chancellor and Provost

University of North Carolina at Chapel Hill

CB# 3000, 104 South Building

Chapel Hill, NC 27599-3000

Dear Provost Dean:

It is my pleasure to recommend that EMPLOYEE, CREDENTIALS be appointed to the rank of TITLE in the School of Pharmacy’s Division of DIVISION. This appointment is for a fixed term of XX year effective EFFECTIVE DATE and ending TERMINATION DATE with a starting annual salary of $XX,XXX. This appointment is contingent on the continued availability of funds.

Dr. EMPLOYEE is currently a CURRENT JOB TITLE, CURRENT EMPLOYER. EMPLOYEE holds [explain educational credentials here, what the person brings to the School, if desired]

EMPLOYEE will be working on [explain job functions the employee will be performing in your division here] [Explain any requirement that the employee secure or maintain independent research funding].

A request of a favorable response to this recommendation will be appreciated.

Sincerely,

Division Chair, Credentials

Fred Eshelman Distinguished Professor and Chair

Division of DIVISION

DivisionChair Initials/your initials

cc: SOP HR

 YOUR DIVISION

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Approved:

Robert A. Blouin, Dean

Vaughn and Nancy Bryson Distinguished Professor