

Academic Affairs Manual (ACD)

ACD 505–01: Initial Appointment and Offer Letter

Effective: 6/25/1973

Revised: 7/1/2011

Purpose

To specify the procedures for offering a faculty or academic professional appointment

Source

Arizona Revised Statutes § 15–1649

Arizona Board of Regents Policy Manual - 6–201, 709

Applicability

Faculty

Academic professionals

Policy

Faculty or Academic Professional Appointments

The initial offer of a faculty or academic professional appointment shall be made by a letter, issued from the president or president's designee, setting out the terms and conditions of the position being offered. No oral or written communication made prior to or after the execution of the offer letter that is inconsistent or in conflict with this letter or with ABOR 6-201, "*Conditions of Faculty Service*" or ABOR 6-301, "*Conditions of Professional Service*," or other board or university policies and/or rules shall become a part of the conditions of employment. For offer letter contents and links to offer letter templates, see [P1](#), "Offer Letter Contents."

Cross-References

1. [ACD 126](#), "Reference Check and Background Verification"
2. [ACD 505–04](#), "Transfer, Joint, and Affiliated Faculty and Academic Professional Appointments"
3. [ACD 505–05](#), "Faculty and Academic Professional Administrative Appointments."