

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	May 2008
Section 3.10	Other Faculty Policies and Procedures	Revised:	
<b>Policy 3.10.3</b>	<b>Retention Letters</b>	Responsibility:	President

## **RETENTION LETTERS**

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### **Policy**

Prior to extending an offer to retain a faculty member, the letter of retention will be reviewed and approved by the appropriate Dean. Letters of retention to prospective Chairs will be reviewed and approved by the President's Office.

When a retention package involves the commitment of funds, space or other support from the President's Office, the commitment must be placed in writing in the retention letter by the Dean, department Chair, or Director. The letter must be sent to the President or Senior Executive Vice President and Chief Operating Officer for prior approval and signature prior to being sent to the faculty member. If a signature is not obtained, then the commitment is not valid.

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