[Unit Letterhead]

**Date:** [*Month, XX,XXXX*]

**To:** [*Name*]

[*Title*], [*Department*]

**From:** [*Name*]

[*Title*], [*Department*]

**Re:** [*Reason for ADS – Associate Chair of/Director of, etc*.]

Dear [*Name*]:

I am pleased to appoint you as the [*Reason for ADS*], effective [*Month, XX, XXXX*] for a term [*Term and renewal conditions*]. This administrative appointment is made and continues at the discretion of the [*Dean/Chair/Director*]. The appointment and the associated compensation terms described in this letter may be terminated at any time. While in this role you will receive an Administrative Supplement (ADS) of [*ADS Amount*] per month for [*# of months, specify months*] per year.

[*Describe in summary the duties performed that the ADS is being awarded for*]:

* [*Provide bulleted list of the most important tasks/duties related to this ADS*]

Thank you for serving in this important role and I look forward to working with you in this capacity.

Sincerely,

[*Name*]

[*Title*]

CC: Personnel File

 College of Engineering Human Resources