Date

Regional Campus

NTT 12- month New Hire

Revised 2024

Name

Address

Address

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you an appointment at Kent State University as a full-time non-tenure track \_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the \_\_\_\_\_\_\_\_\_\_ track, at the \_\_\_\_\_\_\_\_\_\_\_\_ Campus, for the fiscal year 20\_\_- 20\_\_, effective July ­­\_\_, 20\_\_. The salary for this twelve-month position is $\_\_\_\_\_\_\_\_\_. Should you accept this offer, a contract will be issued when your employment papers and credentials are complete, and the appointment has been approved by the Office of the Provost. This offer is conditional pending the results of a criminal background check. An official transcript showing completion of the \_\_\_\_\_\_\_\_\_ degree from the awarding institution must be sent to me for transmission to the Office of the Provost before your employment begins.

The salary for this twelve-month appointment consists of a cash salary of 86% of the amount stated and a deferred salary of 14%. You will receive the cash salary portion twenty-four (24) semi-monthly payments. As earned, the deferred salary amount will be contributed by the University to the appropriate retirement program for deposit into your account.

Your appointment is to a non-tenure track position in the \_\_\_\_\_\_\_\_\_\_ track and is limited to the period stated above. Further, as stated above, your assignment will be at the \_\_\_\_\_\_\_\_\_ Campus; however, it may be necessary to assign you to teach at other campuses within the regional campus system during the term of this appointment. As stated in the Collective Bargaining Agreement, the normal workload for full-time non-tenure track faculty members is the equivalent of thirty (30) credit hours of instruction during the academic year. Additional duties required to support your twelve-month contract will be assigned as applicable.

Faculty members are expected to teach effectively, to be responsible for student advising and to participate, as appropriate, in the University community. If I can help you with these goals, please do not hesitate to call on me for assistance. You will be expected to maintain appropriate office hours in accordance with University Policy 6-18.101 and to administer Student Surveys of Instruction in all of your courses. At the conclusion of this appointment, it may be necessary for you to submit your grades and student records to my office. All faculty members are expected to maintain and demonstrate currency in their professional fields and satisfactorily carry out duties as assigned.

As an incoming faculty member, you will be expected to participate in the New Faculty Orientation hosted by the Center for Teaching and Learning to be held in August. This Orientation will enhance the information/materials you receive during orientation opportunities hosted by the University, College and/or Department/School.

To complete the documents required to establish your employment, please follow the steps on the attached document, Getting Started - Info for Faculty. This document provides information about your next steps in the employment process, and will guide you to important information, including how to select your benefits. Although faculty appointments are for a nine-month period, employee benefits are provided annually for a twelve-month period from the effective date of the initial full-time appointment and each succeeding renewal of your appointment. You will need your Kent State University email address to access FlashLine. If you haven’t received this information by the first date of your employment, please contact Academic Personnel at (330) 672-8702.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document (Form I-9) upon hire; instructions and documents will be sent to you via an electronic signature platform. Accordingly, this offer is contingent upon verification of identity and eligibility to be employed in the United States. You must complete Section 1 of the Form I-9 by the first day of employment. Within three business days of your first day of employment, you must present documentation sufficient to verify Section 2 of the Form I-9 for review to Academic Personnel, 320 Heer Hall or your Regional Campus office. All employees who present international documentation to verify Section 2 of Form I-9 must come to Academic Personnel, in person. All employees must have a valid Form I-9 on file and continuous work authorization throughout the term of employment.

The State of Ohio requires that the University provide you with a copy of Chapter 102 and Section 2921.42 of the Ohio Revised Code regarding ethics laws for public employees and Ohio Revised Code 117.103(B)(1) for fraud hotline reporting. By signing this letter of appointment, you are acknowledging that you have reviewed the link on the Getting Started Info for Faculty of Chapter 102 and Section 2921.42 and Ohio Revised Code 117.103(B)(1).

Full-time twelve-month salaried employees of the University earn thirteen and one-third (13.33) vacation hours and ten (10) sick leave hours per month. Should you become ill, it is your responsibility to notify my office immediately, work in collaboration with the appropriate unit administrator to either notify affected students of the class(es) being cancelled or assist with the reasonable exchange of information necessary to cover/substitute in your class(es) and record your sick leave online.

Should you choose for any reason to resign your position with the University before the conclusion of this appointment, you should notify me of that fact, in writing, no less than thirty (30) days prior to the conclusion of the semester immediately preceding the desired effective date of the resignation. Copies of this notification should also be provided to the Associate Provost for Faculty Affairs.

This appointment and any subsequent appointments are subject to confirmation by the Board of Trustees, the continued availability of funds, programmatic need and satisfactory performance, and are governed by the policies and procedures of the University. Further information regarding these rules and regulations is provided in the [University Policy Register](https://www.kent.edu/policyreg), the ­­­­\_\_\_\_\_\_\_\_\_\_\_ [Handbook](https://www.kent.edu/facultyhandbook/college-and-unit-handbooks), and the [Collective Bargaining Agreement](https://aaupksu.org/index.php/full-time-non-tenure-unit) between the University and the Full-Time Non-Tenure Track Faculty Unit represented by AAUP-KSU. Copies of these documents can be accessed using the links in this letter. Please read and review these materials at your earliest convenience. I would be happy to answer any questions that you may have about these documents and University policies and procedures, in general.

Please excuse the formal tone of this letter but it is intended to serve as an official document to communicate the University’s expectations at the beginning of this professional relationship. To accept this offer of appointment, please sign, date, and return an electronic copy of this letter directly to [Academic Personnel](mailto:academic_personnel@kent.edu) within ten (10) working days. A copy of this letter is provided for your records.

Finally, on behalf of the faculty, I want to welcome you to Kent State University. If you have any questions or concerns about this offer, please feel free to call me.

Sincerely,

Dean, Kent State University at \_\_\_\_\_\_\_

Enclosures: Copy of Offer Letter

Getting Started Info for Faculty

I accept this appointment.

Signature Date

cc: Melody Tankersley, Senior Vice President and Provost

Peggy Shadduck, Vice President for Regional Campuses and Dean, College of Applied and Technical Studies

Chair or School Director

Kerin Hickin, Associate Director, Academic Resource Management