*New Sample Letter for FULL-TIME TENURE TRACK FACULTY – 9 month - with Tenure*

*[Revised April 2023]*

Date

Name

Address

Address

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

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

The salary for this nine-month appointment consists of a cash salary of 86% of the amount stated and a deferred salary of 14%. You will have the option of electing to receive the cash salary portion in either eighteen (18) or 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.

To assist with your relocation costs, the University will pay you a one-time, lump sum stipend of $\_\_\_\_\_\_\_\_\_\_ for moving expenses. This stipend will be paid to you after your start date, which is August\_\_, 20\_\_. As required by IRS regulations, this payment will be taxed as income at the current supplemental rate. If you leave employment before one full year of service, you will be required to reimburse the University one-half of the value of the stipend paid.

*If start-up monies are promised, please indicate the beginning and ending year dates of the availability of these funds, as well as the department/school’s expectation of the results of the use of these funds. Please send the completed start-up funds form with the draft offer letter.*

Faculty members are expected to teach effectively and to be responsible for student advising. Evaluation of teaching may include both peer and student review. Additionally, faculty members are expected to actively pursue research and to engage in scholarly pursuits and/or creative activity. Also expected are active participation in a select number of Department *(School)*, College and University committees and involvement with the external business and professional community, as appropriate to one’s University assignment and professional responsibilities.

*[Optional: adding sentence or two about expectation based on their expertise, or expected contribution to particular gradudate program or research, or expected assistance with particular program, etc.]*

Summer teaching may be available depending upon student demand, programmatic needs, and (Department/School) resources. Generally speaking, faculty members wishing to teach during the summer have an opportunity to do so, although you should understand that summer employment cannot be guaranteed. The University also encourages faculty to seek Summer Research appointments through the Office of Research and Sponsored Programs.

Full-time salaried employees of the University earn sick leave at the rate of one and one-fourth (1.25) days 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.

*(Twelve-month faculty members earn vacation at the rate of 13.33 hours per month.)*

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) 672-8701

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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.

This appointment and any subsequent appointments are subject to confirmation by the Board of Trustees 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, the \_\_\_\_\_\_\_\_\_\_\_\_ Handbook, and the *Collective Bargaining Agreement*, copies of which are maintained in the \_\_\_\_\_\_\_\_\_\_\_\_\_ office. Please read and review these materials at your earliest convenience. I would be happy to answer any questions you may have about these documents and University policies and procedures in general.

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 Stated Info for Faculty of Chapter 102 and Section 2921.42 and Ohio Revised Code 117.103(B)(1).

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 within ten (10) working days. A copy of this letter is provided for your records.

I look forward to hearing from you in the near future and to working closely with you in furthering your professional growth and development. 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,

Chairperson

Enclosures: Copy of Offer Letter

Getting Started - Info for Faculty

cc: Melody Tankersley, Senior Vice President and Provost

Dean

Kerin Hickin, Associate Director, Academic Resource Management

I accept this offer of appointment.

Signature Date