*New Sample Letter for FULL-TIME TENURE TRACK FACULTY 9-month with service credit toward promotion*

*[Revised April 2022]*

Date

Name

Address

Address

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

I am pleased to offer you an appointment at Kent State University as a full-time \_\_\_\_\_\_\_\_\_\_\_ 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.

Your appointment is to a tenure-track position. For a newly-hiredAssistant Professor in a tenure-track, the mandatory tenure review takes place during the sixth year of full-time employment, following successful completion of annual reappointment reviews. In your case, the mandatory tenure review will take place in academic year 20\_\_-20\_\_. Each reappointment during the probationary period prior to the tenure decision is made annually, following an assessment and review of your performance. Your first-year reappointment review will occur shortly after the end of the Fall Semester 20\_\_.

Given your years of prior service at your previous institution, we are offering you two (2) years of service credit for promotion to the rank of Associate Professor. As noted, untenured Assistant Professors must stand for tenure review no later than the Fall of their sixth year of service. Most Assistant Professors also stand for promotion to Associate Professor at that time. In order to be granted promotion to Associate Professor, untenured faculty must also undergo a tenure review. This would be considered an “early” tenure review. At such time as you stand for promotion, you will also be formally reviewed for tenure, since, according to University policy, promotion in rank must also be accomplished by a successful tenure review. In your case, should you decide to exercise the two (2) years of service credit, you would be able to stand for promotion to Associate Professor in the Fall of your third year of service, i.e., in Fall 20\_\_, without this being considered an “early” promotion request.

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.

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.

Future salary increases are governed by the applicable provisions of the *Collective Bargaining Agreement* between the University and the Full-Time Tenure Track Faculty Unit, represented by AAUP-KSU.

Full-time nine-month 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.

To complete the documents required to establish your employment, please follow the steps on the attached document, Getting Started Info for Faculty. This process allows you to submit new hire information including Confidentiality Form, Auditor of State, Ohio Ethics Compliance Form, SSA-1945, State Teachers Retirement System (STRS), Declaration of Prior State Service, Salary Payment Option Form, I-9 Instructions Sheet and Form I-9, and to select your benefit options. 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 this site. If you haven’t received this information by the first date of your employment, please contact Academic Personnel at (330) 672-8701.

As an incoming faculty member, you will be expected to participate in the New Faculty Orientation hosted by 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.

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

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.

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 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

Kim Hauge, Executive Director, Employee Benefits, Wellness and Health Promotion

I accept this offer of appointment.

Signature Date