Date

Kent Campus

NTT 9-month Part

Instructional Track/Research Track

Revised March 2020

Name

Address

Address

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

I am pleased to offer you an appointment as a full-time non-tenure track \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the Instructional track, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the 20\_\_-20\_\_ academic year, effective August ­­\_\_, 20\_\_. The salary for this nine-month position is $\_\_\_\_\_\_\_\_\_\_\_\_\_. 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. 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 Dean and the Office of the Provost.

The salary for the 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 non-tenure track position and is limited to the period stated above. Because \_\_\_\_\_% of your duties will be instructional, you are appointed to the Instructional track; however, the remaining \_\_\_\_\_% of your workload assignment will involve research activities. Faculty members are expected to teach effectively, to be responsible for student advising and to participate, as appropriate, in the University community. Your commitment to the ongoing development, organization, and teaching of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as needed, is expected. You will be expected to maintain appropriate office hours in accordance with University policy and to administer Student Surveys of Instruction in all of your courses. At the conclusion of this appointment, it will be necessary for you to turn in your grade books and student records to my office. All faculty members are expected to maintain and demonstrate currency in their professional fields as demonstrated by real commitments to scholarly publication; however, the amounts of these required for full-time non-tenure track faculty who have a research component to their workload assignment are less than what is expected from tenure-track faculty in this department.

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 Serice, 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.

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.

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, arrange for an appropriate substitute for your class (es), and report your sick leave online.

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 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).

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, the \_\_\_\_\_\_\_\_\_\_ Handbook, and the *Collective Bargaining Agreement* between the University and the Full-Time Non-Tenure Track Faculty Unit represented by AAUP-KSU. Copies of these documents are maintained in my office. 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 this letter to Academic Personnel within ten (10) working days. A copy of this letter is provided for your records.

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

Sincerely,

Name

Chair

Enclosures: Copy of Offer Letter

Getting Started Info for Faculty

I accept this appointment.

Signature Date

cc: Melody Tankersley, Interim Senior Vice President of Academic Affairs and Provost

Dean

Chair or School Director

Kerin Hickin, Associate Director, Academic Resource Management

Sheba Marshall, Director, University Benefits