Date

Regional Campus

New Hire Full-Time Tenure Track Faculty

Revised April 2022

Name

Address

Address

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

I am pleased to offer you an appointment at Kent State University at \_\_\_\_\_\_\_\_\_ as a full-time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, effective August\_\_, 20\_\_. The salary for this nine-month tenure-track 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 Office of the Provost. This offer is conditional pending the results of a criminal background check. An official transcript showing completion of your \_\_\_\_\_\_\_\_\_ 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 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. Annual reappointments during the probationary period are made after a positive assessment and review of your performance. The first-year reappointment review will occur shortly after the end of the Fall semester 20\_\_\_\_\_. For a newly-hired Assistant 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 particular case, academic year 20\_\_ - 20\_\_. If granted, tenure will be in the regional campus system. Reappointment, tenure, and promotion decisions are based upon evaluations of performance as established in applicable University policy.

As you know, your assignment will be at the \_\_\_\_\_\_\_\_\_\_\_ Campus, but you may be assigned to teach on other campuses within the regional campus system. The normal workload for tenure-track faculty is twenty-four (24) credit hours of instruction during the academic year.

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.

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.

Considerable effort is given by many people to the selection of new faculty because your success is so crucial to the work of Regional Campuses. We also know that our offer represents an important professional decision for you and for your career. Our mutual interest is your success. An important first step in building a successful career at Kent State University is to understand mutual expectations. I urge you to meet soon with me, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and then with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair of the \_\_\_\_\_\_\_\_\_\_\_\_\_. Contact early with us is important to clarify any expectations that we may have for you.

Within the regional campus system we expect our faculty to demonstrate disciplinary competence in the form of effective teaching and scholarship. Effective teaching is evidenced by student and peer evaluations and by achieving learning outcomes appropriate to the course. Scholarship is normally demonstrated through research, creative activity, presentations and publications in disciplinary, refereed journals. In addition to teaching and scholarship we expect faculty to advise students in their programs, to participate in the University community, and to engage in discipline-related public service. Reappointment, tenure and promotion criteria focus on all of these elements.

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 \_\_\_\_\_\_\_\_\_\_ Campus Handbook, and the *Collective Bargaining Agreement*, copies of which 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.

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 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, 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.

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).

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 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept this offer of appointment.

Signature Date

Enclosures: Copy of Offer Letter

Getting Started Info for Faculty

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

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