COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF XXXXXXXX

XXXXX XX, 2024

XXXXX

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XXXXXX, XX XXXXX

Dear XXXXX:

We are pleased to offer you a full-time, 9- month, [**Teaching Assistant Professor/Assistant Professor of Professional Practice/Clinical Assistant Professor]** position in the Department of XXXXXX, College of Arts & Sciences at Oklahoma State University, effective August 1, 2024. This appointment is subject to formal approval by the OSU/A&M Board of Regents, and we intend to present this action at the next scheduled meeting once your letter of acceptance is received.

**Salary and Benefits:** This career (non-tenure) track appointment carries an initial nine-month salary of $XX,000 for the 2024-2025 academic year. For the first year of your appointment only, you will receive your academic year salary plus an additional ½ month of salary paid out from August 1, 2024 through May 15, 2025, contingent upon your participation in pre-semester onboarding activities offered by CAS and OSU. The appointment is for three years, from September 1, 2024 to May 31, 2027 and is subject to your ability to furnish appropriate documentation in accordance with federal and state labor laws, contingent upon the results of background screening and verification of academic credentials as required by OSU. As part of the background check, you will receive an e-mail from Truescreen (identified as [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com) ) and you will need to follow the instructions provided to assist with the completion of the process. Please note that the vendor, Truescreen, will provide a ten-day window for the background checks to be completed and after ten days, the request will be cancelled.

As mentioned during the interview process, eligible OSU faculty have 30 days from their hire date to make a one-time irrevocable election to join either the Oklahoma Teachers Retirement System (OTRS) or the OSU Alternate Retirement Plan (ARP). If no election is made, new employees are default enrolled in OTRS. Information will be provided during the benefits enrollment meeting to assist with the decision concerning which retirement plan would best meet your retirement needs. Benefits are described on the OSU Human Resources webpage at <http://hr.okstate.edu/> and questions can be clarified by calling OSU Benefits at 405-744-5449 or by email at [osu-benefits@okstate.edu](mailto:osu-benefits@okstate.edu).

Additionally, qualified employees with an FTE of 0.75 or greater who have dependents attending OSU will be eligible for a tuition waiver. The years of eligibility for the waiver are five years, and for those students who are enrolled in five-year degree programs, eligibility is six years. Details for this program can be found on the OSU Human Resources [site](https://hr.okstate.edu/dependent-child-waiver.html).

Beginning with the second year, you may wish to elect a salary deferral, which authorizes Payroll Services to spread your 9 month salary over 12 months. This election is due by July 1, 2025. The deferral reduction begins with your September 2025 paycheck. If you do not elect this option by July 1, 2025, your 9-month salary will begin each year on September 1. Details for this Salary Deferral/Payback Program can be found here: <https://adminfinance.okstate.edu/payroll/employee-documents.html>. Your signature is required on the deferral form to make such a change since the default option is to pay you over 9 months.

**Duties:** The Department expects all faculty members to be active in teaching and service. Reappointments and promotion decisions will be based on the successful performance of these responsibilities. Specific expectations are described in the department’s tenure and promotion document. Additionally, you are ***expected*** to participate in the Early Career Faculty Support Program presented by the Institute for Teaching and Learning Excellence.

* Teaching: The Department takes great pride in the quality of its teaching program. In conjunction with the Department’s workload policy, the normal teaching load expected of you will be no more than X courses per semester. The courses for the fall would be XXXXXX and XXXXXXX.. Your course assignment is subject to change due to enrollments and other departmental needs. (Option: Your primary teaching responsibilities will be on the OSU-Stillwater campus, and your duties may include expectations of distance education preparation and delivery, as well as teaching on occasion at the OSU-Tulsa campus.)
* Research [*optional section, include if teaching load is 3/3*]: The 3-3 teaching load comes with expectations for you to engage in research activities. Your research activities should be consistent with the requirements in the departmental Personnel Guidelines or unit academic standards and will be evaluated during your annual A&D and your reappointment and promotion processes.
* Service: We are also confident that you will be actively involved in the life of the department as well as in professional organizations. You will be expected to serve on departmental committees, attend faculty meetings, aid in recruiting high-quality students, and take part in departmental activities.

**Retention and Promotion:** In making this offer, we expect that you will be an outstanding addition to the xxxxxxx faculty and that your achievements while at Oklahoma State University will merit reappointment and perhaps promotion. Non-tenure track faculty members will participate in the annual Appraisal & Development (A&D) process and be evaluated by unit administrators and unit personnel committees, as applicable, using Academic Unit Standards developed by the sponsoring academic unit. This A&D process is conducted yearly to determine whether an individual has adequately satisfied expectations to continue serving the specified contractual period outlined in the offer letter. In the case of a non-reappointment evaluation, you will receive at least three months notification before termination of your appointment if you have been employed less than one year. Notice shall be given at least twelve months before termination of your appointment if you have been employed for one or more years. In the final year of your appointment, you will go through a formal reappointment review, which is a more rigorous process than the annual A&D review conducted by the unit administrator and the unit personnel committee, as applicable. A possible outcome of this review is a new multi-year contract. Notwithstanding the appointment periods, the existence of any non-tenure track faculty position is contingent upon availability of funding.

**Start-Up Funds:** You will be given $5,000 in start-up funds. Most of these funds will go toward the purchase of the computer that best serves your work mission.

***Moving Expenses:*** You will also be provided with $\_\_\_\_\_ for moving expenses. There are two available options to receive the moving allowance. The first option is through the OSU payroll system, with payment made within 60 days of the start date and after you have been added as an employee in the OSU payroll system. The stipend amount is taxed at the flat rate in effect when paid. The second option available allows a direct payment to an institutionally established contract moving company. Taxes will be applied as a noncash benefit and will be taxed based on the W4 information on file when added to the payroll records and can be distributed over the remaining months of the calendar year. Regardless of the option chosen, this is a taxable benefit and your tax professional should be contacted when considering the best option for you. Please contact \_\_\_\_\_\_\_\_\_\_, (title and contact information), for more information and to let her/him know which option you prefer.

**Summer Employment:** Summer employment is not guaranteed; you are encouraged to seek outside funding.

**Documentation:** *(The following two paragraphs are only for foreign nationals who are not U.S. permanent residents.)* This offer is contingent upon your immigration status; responsibility for meeting immigration requirements of the United States rests with you. This includes determining what immigration status is appropriate to your particular needs and is consistent with the law, and seeing that the appropriate steps are taken to secure it. The University will assist you in any way we can in these matters, but you must understand that immigration status is a legal relationship directly between you and the United States government. We want to be as helpful as possible, but only the U.S. Citizenship and Immigration Services or a United States Consulate is in a position to give you authoritative advice.

Approval of this offer is contingent upon the production of documentation of identification and eligibility for employment as required by the Immigration Reform and Control Act of 1986.

We are pleased by the prospect of having you join our faculty and hope you will accept this offer. Please indicate your acceptance in writing at your earliest convenience, but no later than 7 calendar days from the receipt of the letter. We would appreciate receiving your response by email attachment followed by the original letter of acceptance through regular mail.

Sincerely yours,

(Department Head) (Dean)

Head, Department of (Department) Interim Dean, College of