COLLEGE OF ARTS AND SCIENCES

DEPARTMENT OF XXXXXXXX

XXXXX XX, 2021

XXXXX

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XXXXXX, XX XXXXX

Dear XXXXX:

We are pleased to offer you a full-time, 9- month, Teaching Assistant Professor position in the Department of XXXXXX, College of Arts & Sciences at Oklahoma State University, effective August 16, 2022. 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 non tenure-track appointment carries an initial nine-month salary of $XX,000 for the 2022-2023 academic year. The appointment is for three years, from September 1, 2022 to May 31, 2025 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 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 indicated 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.

On December 7, 2021, a federal judge temporarily blocked the implementation of the federal contractor vaccination mandate and its associated guidance. Following the injunction, Oklahoma State University has, consistent with applicable law, paused the vaccination mandate. Please be aware this injunction may be lifted later and will require all employees to be fully vaccinated or receive an approved accommodation as a condition of employment.

At some future point you may wish to elect a salary deferral, which authorizes Payroll Services to spread your 9-month salary over 12 months. Details for this Salary Deferral/Payback Program can be found on the Payroll Services [site](https://payroll.okstate.edu/guides-forms). 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.

* Teaching: The normal teaching load expected of you will be no more than X courses per semester. The Department takes great pride in the quality of its teaching program. The courses for the fall will be XXXXXX and XXXXXXX. Your course assignment is subject to change due to enrollments and other departmental needs.
* 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.

**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) Dean, College of \_\_\_\_\_\_\_\_\_