**Faculty – tenure/tenure-track**

**LETTER OF OFFER TEMPLATE**

Revised – November 2021

Dear Dr.\_\_\_\_\_\_:

We are pleased to offer you a full-time, 9 month, \_rank\_, tenured position in the Department of \_\_\_\_\_\_\_\_, College of \_\_\_\_\_\_\_\_\_ at Oklahoma State University, effective August 16, 2022. This appointment is subject to formal approval by the OSU 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 tenured appointment carries an initial nine-month salary of $\_\_\_\_\_\_ for the 2022-2023 academic year.

You are also offered the endowed endowed chair position entitled the “xxxxx xxxxx xxxxx”. This includes a $10,000 per academic year salary increment over your base salary, and depending on the investment markets, provides approximately $xx,xxx per year for your expenditures as the xxxxx xxxx Chair. Given the stipulations of this endowment, you would be reviewed annually for performance, and the endowed position is offered as a three year term appointment with the opportunity for reappointment dependent upon performance.

When your base salary is combined with the endowed chair position, your salary would be $xxx,xxx annually. Should the endowed chair position be removed, the $10,000 endowed chair increment would be removed.

The appointment 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 ) 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, research, and service. Reappointments, tenure, 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:* Your overall workload includes a teaching expectation of \_\_\_courses per semester, although this may vary on a temporary basis due to extenuating departmental need or unusually high research or service assignments. The Department takes great pride in the quality of its teaching program. (Optional: Your primary teaching and advising 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:* As a part of your overall workload, you are expected to establish and maintain a robust program of scholarship. Expectations of scholarly work are detailed in the departmental document attached. (*If appropriate to the position, insert the following statement for faculty being provided laboratory space.)* You will be provided laboratory space for your research program as an investment by the university; post-tenure you are expected to maintain a competitive research program to justify continued use of the laboratory space.
* *Service:* We are 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.

***Start-up Funding:*** Research start-up funds are an investment in your success and are designed to help you launch your research program at OSU. As part of your start-up package, start-up funding in the amount of $\_\_\_\_\_ will be made available to you. *(At this point a very explicit list of start-up commitments should be made, as well as explicit information on lab space to be provided and improvements to be made to such space, as appropriate.)* It is expected that these funds will be used to purchase a computer with appropriate accessories and software compatible with the University computer system. Your start-up funding will be made available in a structured release. The first increment of $\_\_\_\_\_ will be made available to you in year one of your appointment on \_\_\_\_\_, the second increment of $\_\_\_\_\_ will be made available to you in year two on \_\_\_\_\_\_, and the third increment of $\_\_\_\_\_\_ will be made available to you in year three on \_\_\_\_\_\_. Unspent funds carryforward each year but irrespective of the funding release dates, start-up funds must be expended in the first 3 years of your appointment (i.e. the funding release in year three of your appointment must be fully expended by the end of year three of your appointment). No extensions to this time limit will be granted.

*(This paragraph may be adjusted if the in-coming faculty member has a successful history of grantsmanship during prior service as a faculty member elsewhere.)* As a condition of receiving start-up funds, you, ***are required*** to attend the annual grant writer’s workshop, sponsored by the Office of the Vice President for Research, during the fall semester of your first year. In addition, for your initial external grant proposal submission, you ***are required*** to use the services provided by the University Center for Proposal Development (<http://ucpd.okstate.edu>; 744-3660), and are encouraged to continue using those services for future grant proposal submissions. You are ***strongly encouraged*** to participate in the Early Career Faculty Support Program presented by the Institute for Teaching and Learning Excellence (ITLE).

The purpose of providing you start-up funds is to allow you to develop a vigorous and productive research program. It is expected that your research program will become nationally recognized and extramurally funded. Major extramural funding should be in place by the time of tenure review.

***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, such as research grants that can support summer salary, etc. Internal funds for summer research, when available, are preferentially awarded to newer faculty members. Additionally, all summer research support is contingent upon continued employment at OSU for the academic year following the support.

***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 an alien 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 date of the letter. We would appreciate receiving your response by fax (405-744-xxxx) or scanned attachment to an e-mail (xxxxxxx@okstate.edu) followed by the original letter of acceptance through regular mail.

Sincerely yours,

(Department Head) Glen Krutz

Head, Department of (Department) Dean, College of Arts and Sciences

Attachments: Departmental Tenure and Promotion Guidelines