**Faculty – tenure/tenure-track**

**LETTER OF OFFER TEMPLATE**

November 2022

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

We are pleased to offer you a full-time, 9 month, \_rank\_, tenure-track position in the Department of \_\_\_\_\_\_\_\_, College of \_\_\_\_\_\_\_\_\_ at Oklahoma State University, effective August 16, 2023. This offer is contingent upon your completion of all doctoral requirements by August 16, 2023. 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 tenure-track appointment carries an initial nine-month salary of $\_\_\_\_\_\_ for the 2023-2024 academic year. The appointment is for four years, from September 1, 2023 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 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](mailto:osu-benefits@okstate.edu).

While a federal contractor vaccination mandate was instituted in 2021, the federal government is currently not enforcing that mandate and its associated guidance. Oklahoma State University has, consistent with applicable law, paused the vaccination mandate. Please be aware that the federal government may enforce this mandate later, which would require all employees to be fully vaccinated or receive an approved exemption 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.

***Tenure and Promotion:*** In making this offer, we expect that you will be an outstanding addition to the \_\_\_\_\_\_ (department) faculty and that your achievements while at Oklahoma State University will merit eventual promotion and tenure. This initial appointment is for four years. You will be reviewed for reappointment during your third year, the 2025-2026 academic year, for a second term of 3 years. If you are reappointed, you will be evaluated for promotion to Associate Professor during your sixth year, the 2028-2029 academic year. This promotion, if granted, will confer tenure.

***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. It is expected that these funds will be used to purchase a computer with appropriate accessories and software compatible with the University computer system. Start-up funds must be expended in the first 36 months of your appointment.

***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 return e-mail or fax (405-744-xxxx) followed by the original letter of acceptance through regular mail.

Sincerely yours,

(Department Head) Keith Garbutt

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

Attachments: Departmental Tenure and Promotion Guidelines