**Faculty – tenure/tenure-track**

**LETTER OF OFFER TEMPLATE**

October 2023

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

We are pleased to offer you a full-time, 9 month, \_rank\_, tenure-track position in the Department of \_\_\_\_\_\_\_\_, College of Arts and Sciences \_\_\_\_\_\_\_\_\_ at Oklahoma State University, effective August 1, 2024. 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 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 four years, from September 1, 2024 to May 31, 2028 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, 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. Additionally, you are ***strongly encouraged*** 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, your overall workload includes a teaching expectation of \_\_\_courses per semester. (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. Major extramural funding should be in place by the time of tenure review. (*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 2026-2027 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 2029-2030 academic year. This promotion, if granted, will confer tenure.

***Mentoring:***You will be assigned a temporary mentor within the unit for the first year of your appointment. By the end of your first academic year, you will be assigned a permanent mentor within the unit and an external mentor from another unit in CAS or from another college at OSU.

***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. The purpose of providing you with 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.

*(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. You are ***strongly encouraged*** to participate in the Early Career Faculty Support Program presented by the Institute for Teaching and Learning Excellence (ITLE).

***Research Support and Other Opportunities:*** We encourage you to take advantage of our many internal grant programs, supported activities, and memberships. These are detailed in the attached document “CAS Faculty Resources.”

***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