

SAMPLE LETTER OF OFFER:  
**INSTRUCTOR**

February 20, 20XX

John Doe, PhD  
123 American Way  
Anytown, OH 12345

Dear Dr. Doe:

*Include personalizing comments and welcome*

You will be appointed at the rank of assistant professor at 100% FTE with a base salary of \$XX,XXX for the nine-month academic year. Your appointment will be effective on August 15, 20XX. During your initial year, you will be paid in 12.5 monthly installments on the last working day of the month beginning in August for work performed during the academic year.

This appointment is subject to the approval of the Board of Trustees, and your employment is subject to all rules, regulations, and policies of the university and to the availability of funds.

This offer is contingent upon completion of the PhD degree by the beginning of autumn semester 2017. If you do not complete all requirements for the degree by that time, you will be appointed as an instructor and your base salary will be reduced by 10%. As soon as you receive your PhD degree, we will recommend you for promotion to the rank of assistant professor effective with the beginning of the next semester. You must complete all requirements for the PhD degree by May 31, 2017 and be promoted to the rank of assistant professor, or your appointment will not be renewed beyond that date.

This is a regular tenure-eligible position. The appointment is probationary and you will be reviewed annually, at which time you will be informed as to whether your appointment will be renewed. You will be reviewed for tenure and promotion no later than the sixth year of your appointment as assistant professor. Tenure and promotion are granted after approval by the Board of Trustees following review at the TIU (tenure-initiating unit), college, and university levels and a favorable recommendation by the provost to the president and the Board. A copy of our department's promotion and tenure policies can be found at <http://oaa.osu.edu/governance.html>.

The university is required by federal law to verify the identity and work authorization of all new employees. Accordingly, this offer is contingent upon such verification. You will be asked by a representative of this department to complete the Form I-9 (Employment Eligibility Verification form) no later than your first day of work.

If you are not presently authorized to work at The Ohio State University, it is important that you inform our department of any special circumstances or concerns as soon as possible. The Office of International Affairs (OIA), at (614) 292-6101, [oia@osu.edu](mailto:oia@osu.edu), will assist us with immigration processing as needed. This department must make the first contact with OIA before you can receive immigration guidance.

This offer is contingent on the university's verification of credentials and other information required by law and/or university policies, including but not limited to a criminal background check.

Ohio State faculty and staff are covered by the Ohio Ethics Law for public officials and state employees, and accordingly must receive and acknowledge a copy of this legislation which is enclosed. Please acknowledge receipt.

Each faculty member is expected to perform over the full range of responsibilities teaching, research, and service. Teaching assignments in the department may involve introductory, intermediate, or advanced courses as the demands of course registration and scheduling may require, and are made by the department chair in consultation with the faculty. We expect that you will embark on an active program of research and publication and that you will actively seek resources from outside the university to support your research program.

The normal teaching responsibility is XX courses per academic year; however, the number of courses taught may vary from year to year depending on the needs of the department and may vary under the terms of the department's Distribution of Faculty Duties and Responsibilities. These guidelines can be found in the department's Pattern of Administration, found at <http://oaa.osu.edu/governance.html>.

*Include any special arrangements or commitments such as mentoring plan, office and laboratory space, equipment and operating expenses, practice plan information, moving expenses, grant expectations, summer funding. Multiple year commitments for funding must include language indicating that the resources are subject to satisfactory performance review. (Note that faculty may receive a maximum of 2.5 months of off-duty funding from external grants and a maximum of 2 months of off-duty funding from general funds.)*

Employees at Ohio State participate in the state retirement system. Enclosed is the Human Resources form concerning your employment in a job not covered by Social Security. This form must be signed and returned to the department no later than your first day of work.

The Ohio State University, in an effort to promote the health and well-being of all of its faculty, staff, students, and visitors, has chosen to maintain a tobacco-free environment. The use of all types of tobacco products is prohibited in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages, and all outside areas.

Information about benefits at Ohio State can be found at [www.hr.osu.edu/policy/empben/bluebook.pdf](http://www.hr.osu.edu/policy/empben/bluebook.pdf). Questions concerning benefits should be directed to the Office of Human Resources Customer Service Center at [service@hr.osu.edu](mailto:service@hr.osu.edu) or (614) 292-1050, 1-800-678-6010, TDD 688-3730, FAX (614) 292-6235.

The Office of Academic Affairs Policies and Procedures Handbook can be found at <http://oaa.osu.edu/handbook.html> and provides sources of important information for faculty.

I strongly recommend that you attend the New Faculty Orientation sponsored by the Office of Academic Affairs, which is held a week prior to the start of classes. Information on New Faculty Orientation can be found at <http://www.oaa.osu.edu/newfacultyorientation.html>.

*Include personalized closing and directions for acceptance of offer*