

SAMPLE LETTER OF OFFER:
RESEARCH APPOINTMENT

February 20, 20XX

Jane Doe, PhD
123 American Way
Anytown, OH 12345

Dear Dr. Doe:

Include personalizing comments and welcome

You will be appointed to a twelve-month appointment at the rank of research assistant professor of XXX at 100% FTE with a base salary of \$XX,XXX beginning on July 1, 20XX. You will be required to be on campus beginning on that day. You will be paid in 12 substantially equal monthly installments on the last working day of the month. 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.

Your term of appointment will be for three years. The first term of appointment as a research faculty member is probationary. You will be reviewed annually and informed as to whether your appointment will be renewed. During the penultimate year of your appointment, in 20XX-XX, a more formal review will be conducted, and you will be informed if your appointment is to be renewed for another term. A formal review will be conducted in the penultimate year of each successive term to determine whether another appointment will be offered. Research faculty members are not eligible for tenure. 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, 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.

The department will guarantee your salary for the first two years of your initial appointment. After that, you are expected to generate sufficient funds to cover your salary and benefits through external funding for your research.

Include information on research expectations

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. Multiple year commitments for funding must include language indicating that the resources are subject to satisfactory performance review.

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. Questions concerning benefits should be directed to the Office of Human Resources Customer Service Center at 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