

SAMPLE LETTER OF OFFER:
VISITING FACULTY

February 20, 20XX

Jane Doe, PhD
123 American Way
Anytown, OH 12345

Dear Dr. Doe:

Include personalizing comments and welcome

You will be appointed with the title of visiting associate professor at 100% FTE with a salary of \$XX,XXX, payable in nine monthly installments. The appointment will commence on August 15, 20XX, and will end on May 14, 20XX. You will be paid in nine substantially equal monthly installments on the last working day of the month beginning in September. The appointment carries no presumption of academic tenure or reappointment beyond the period stated above. Visiting appointments are renewable up to a total of three years on an annual reappointment basis. 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.

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, ويا@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.

Include information on teaching and research expectations

Include any special arrangements or commitments (office and laboratory space, equipment and operating expenses, moving expenses, grant expectations)

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.

Include personalized closing and directions for acceptance of offer