SAMPLE LETTER OF OFFER

**ASSISTANT PROFESSOR**

February 20, 20XX

Jane 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 and you will be required to be on campus on that day. You will be paid your base salary in twelve (12) substantially equal monthly installments. You will be eligible for a merit increase during the annual review cycle.

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 is a 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, in 20XX-XX. 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>. This document explains the criteria for tenure and also the conditions under which the six-year probationary period can be extended, up to a maximum of three years. We recommend that you retain a hard copy of this document for easy reference.

The Ohio State University does not grant tenure in the absence of permanent residency in the United States. If you are not a permanent resident of the United States, please speak with your department human resources professional about the permanent residency application process as soon as possible after you begin work.

Each faculty member is to perform over the full range of teaching, research, and service responsibilities. Assignments may vary due to the needs of the college and your career trajectory. Teaching assignments in the department may involve introductory, intermediate, or advanced courses as the demands of course registration and scheduling require, and are made by the department chair in consultation with the faculty. You are to embark on an active program of research and publication and actively seek resources from outside the university to support your research program.

In enhancing the excellence of the College, faculty are to perform at the highest level in teaching and mentoring. 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.)*

These responsibilities, assignments, and commitments are subject to change based on the needs of the department and college and at the discretion of the Chair and/or Dean.

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.

Prior to signing this letter, you agree that you have disclosed all employment-related misconduct findings and pending disciplinary proceedings against you in your current or prior jobs, including but not limited to findings or pending investigations related to sexual misconduct, violence, or harassment; research misconduct; financial fraud or misconduct; foreign influence violations, grant misuse or misconduct; findings or pending investigations with state professional licensing boards, associations, or other such bodies; and/or any other type of finding or pending investigation relating to your current or previous employer’s policies and rules governing faculty conduct. Your signature on this letter is your confirmation that you have disclosed all matters detailed above. This offer is contingent on your full and complete disclosure on those matters. In the event that you fail to disclose any such matter, this letter of offer may be revoked at OSU’s sole discretion. If OSU becomes aware of a failure to disclose any such matter after your employment commences, you may be subject to discipline, up to and including termination.

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 law, which is enclosed. Please acknowledge receipt. Also, please note that as a faculty member at Ohio State, you are to become familiar with the University’s conflict of interest, conflict of commitment, and faculty paid consulting policies, which can be found at <https://oaa.osu.edu/policies-guidelines-forms>.

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.

The university has a policy regarding Sexual Misconduct, Sexual Harassment and Relationship Violence (1.15) and Workplace Violence (7.05). Information about these and all other University policies can be found at <https://policies.osu.edu/>. Annually, all faculty, staff, and student employees are required to complete the sexual misconduct prevention online course, which can be accessed by logging in to <https://buckeyelearn.osu.edu> with your credentials.

Information about benefits at Ohio State can be found at <https://hr.osu.edu/benefits/>. 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>. In addition, your unit will have its own orientation for new faculty and during the orientation process, you are to complete the University Institute for Teaching and Learning (UITL) support program (<https://uitl.osu.edu/teaching-support>).

*Include personalized closing and directions for acceptance of offer (e.g.,* We look forward to working with you and hope that you will be able to provide us with your acceptance no later than XX, 20XX).