**Tenure / Tenure-Track Offer Letter Template Effective February 1, 2024**

***REMOVED: University’s COVID-19*** *policy*

NOTE and DELETE

* The Signed Offer Letter Must accompany the Academic Personnel Action form
* All hiring documents should be completed within 15 days of date of offer letter, unless date of offer is within 3-days of start of employment, then all documents are due prior to first date of start of employment
* I9’s must be completed within 3-days of start of employment, or is a federal violation
* Hiring documents include:

1. Original signed offer letter
2. Official original transcripts
3. Curriculum Vitae submitted for employment
4. Copy of Advertisement
5. All new hire forms

Instructions:

* Fill in blanks.
* Choose applicable term where bolded and delete the other term. Reformat without bold and without red or highlighting.
* Use information in [ ] as needed. Delete what is not needed including the bracket.

Revised February 2024 bg

Questions? Contact Office of Academic Finance 419.530-8481

**DATE**

**NAME**

**TITLE**

**Address**

**Address**

**Address**

Dear Dr. **NAME,**

I am pleased to offer you a faculty position as an **POSITION**, tenure-track, in the **COLLEGE**, at The University of Toledo. Your appointment will commence **August XX, 20XX**.

You are required to attend a mandatory new hire faculty orientation which will be held on August xx and xx, 20XX, location and information will be forthcoming. We also encourage you to take advantage of programming offered throughout the year by the University Teaching Center. Orientation questions should be directed to Cathy Zimmer in the provost office at 419.530.3202. New Faculty Orientation information can be found at: [www.utoledo.edu/offices/provost/nfo](http://www.utoledo.edu/offices/provost/nfo/).

Your assignment will be in the **DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. You will report to **NAME, TITLE**. Responsibilities for the position include but are not limited to: teaching; advising students; scholarly activities; establishing and maintaining a research within your discipline; apply for externally-funded grants, and making the results of your research public in recognized scholarly journals or by other methods that allow your work to make an impact; service on college, university and professional committees; community service including making meaningful connections with schools, educational institutions and community organizations; and attendance at, and participation in college and university events. You are required to schedule a minimum of five office hours per week during each academic semester.

Your gross nine-month salary will be **$$$$** for the **20XX-20XX** academic year, paid bi-weekly which is subject to mandatory withholding. This salary may be supplemented by external support generated through research, teaching grants and contracts, in accordance with University policy. As an employee of the university you are subject to comply with all State and Federal laws, in addition adhere to university policies which are amended from time to time, which can be found at: <http://www.utoledo.edu/policies/index.html>

In addition, you may engage in consulting activities as permitted by University policies and, although not guaranteed, should enrollment justify*,* you may be assigned a summer teaching workload for additional compensation according to University policy. Faculty teaching loads at the University of Toledo as defined in the current Collective Bargaining Agreement with the American Associate of University Professors. Specific teaching assignments will be agreed upon in consultation with your Department Chair in accordance with the terms of the Collective Bargaining Agreement. Faculty 180 is the tool to maintain teaching, scholarship, and service records for ARPA and workload; training is provided for use of this required system. Your appointment as a faculty member has been approved by the University administration, and now requires only the approval by the Board of Trustees.

**THIS SECTION MAY VARY BY COLLEGE if applicable: To assist with start-up activities during your first year of employment, you will be provided with a University computer. Additionally, you will receive $xxxx in professional travel funding and an additional $xxxx to support your scholarly initiatives during the 20XX-20XX academic year, or to offset moving expenses in accordance with University policy.**

You may apply for tenure and promotion as outlined in the Collective Bargaining Agreement between The University of Toledo Board Of Trustees and the American Association of University Professors, and in the guidelines for tenure and promotion approved by the University, **COLLEGE NAME**, and your department. Normally mandatory tenure/promotion review takes place during the sixth consecutive year of employment for new faculty members. In your case that would be during the academic year **201x/201x**. A positive decision would mean that tenure and promotion would come with your seventh consecutive contract, for academic year **201x/201x.**

Your employment is subject to all policies, procedures and guidelines of The University of Toledo, as amended from time to time, including but not limited to the faculty rules and regulations, the University's conflict of interest policies, patent policies, non-discrimination, reasonable accommodation, and compliance with human resources policies. You shall also comply with all state and federal laws, rules and regulations, applicable to your performance of responsibilities pursuant to this Agreement.

As a new faculty member at The University of Toledo, attending the faculty benefit orientation is mandatory. You will be eligible for The University of Toledo’s benefit package which consists of medical, dental, fee waivers and the State Teachers Retirement System or the Alternative Retirement Plan. For details of the available programs, you can contact UT Benefits Office at 419-530-4747 or visit our benefits web site at: <http://www.utoledo.edu/depts/hr/benefits/>

or you can email, include your complete name and phone number [benefits@utoledo.edu](mailto:benefits@utoledo.edu).

Health care benefits must be selected within 30 days of your start date.

Upon your acceptance of this offer we invite you to visit the following web site to complete the necessary New Hire Payroll Forms: <https://www.utoledo.edu/offices/provost/academicfinance/facultyforms.html>

If you will be on campus well in advance of your start date you are welcome to complete these forms with the department secretary or college business manager.

This appointment is contingent upon the following conditions, which if not met your appointment will be withdrawn:

* Completion of a successful background check; completion of an I-9 form validating eligibility for employment in the United Sates within the first three days of employment or earlier, and other required pre-hire forms and information;
* Completed new hire employment forms must be completed and returned to your college 30 days prior to start of employment or earlier.
* Receipt of official transcript from your terminal degree-granting institution, submitted to the Office of the Dean at **Mail Stop \_\_\_\_\_\_, Attention Dean NAME.**
* If any one of these conditions is not met, the appointment will be withdrawn.

We are very excited to welcome you to the faculty in the **COLLEGE NAME**. Please contact me if you have questions about this offer at [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.](mailto:thomas.brady@utoledo.edu.) You may also contact **NAME** if you have questions about your work in the department at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If these terms are acceptable to you, please sign and return a copy of this letter to **NAME, COLLEGE within ten days.**

Sincerely,

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Scott C. Molitor, PhD

Interim Provost and Executive Vice President for Academic Affairs

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NAME

DEAN, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Acceptance of the above proposed terms of appointment by **NAME**.

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**NAME**  Date