**Visitor Offer Letter Template Effective February 1, 2024**

***Removed: Subject to the University’s COVID-19 policy***

***Added: 90-day language***

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

Address

Address

City, State Zip

Dear :

On behalf of the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it is our pleasure to offer you an academic year non-tenure track position as **Visiting Assistant Professor/Visiting Instructor** for the 20XX-20XX academic year in the Department of [**appropriate department**]. This will be your (1st, 2nd, 3rd) **[ IF THIRD YEAR PUT: This will be your (3rd) third and final ]** year of appointment as a visiting faculty member.

You are required to attend a mandatory new hire faculty orientation which will be held on August xx and xx, 20xx, location 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 salary will be $XX,XXX, paid biweekly over 9 months, beginning August xx, 20xx, and subject to mandatory withholdings. **[For those planning to complete a Ph.D. this summer: This appointment is contingent upon your receiving your Ph.D. by August xx, 201x. Should you not complete your Ph.D. requirements by that date, your appointment will be as a Visiting Instructor at a salary of $xx,xxx for the academic year].** You will report to and be evaluated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; your evaluation will occur in the Spring term. This appointment may be renewed at The University of Toledo’s sole discretion for one or more additional years based on available funding, departmental needs, your performance, and other factors [**delete this sentence for third year visitors**].

The **Visiting Assistant Professor /Visiting Instructor** position is an At-Will appointment and falls within the unclassified civil service in the State of Ohio. You are expected to begin your work assignment on August xx, 20xx, and conclude the assignment on May x, 20xx. Should you decide to accept medical coverage, it will be in effect from **August xx [new VAP]/August 1 [returning VAP]**, 20xx, to July 31, 20xx. As a new visiting 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.The University benefits package includes health, dental, and vision care. 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.

Your employment is subject to all University policies, procedures and guidelines 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, 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. The university may terminate this appointment at any time for any reason subject to a 90-day notice of termination.

This appointment is subject to approval by the Board of Trustees. **[ Add the following IF NEW Hire, NEW to a Full Time Position at UT** **In addition, employment is contingent upon a successful background check, completion of an I-9 form, and other required pre-hire forms and information**. **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>

Upon your acceptance of this offer we invite you to visit the following web site to complete the necessary New Hire Payroll Forms: <http://www.utoledo.edu/employment>.

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.

As determined by the Dean and Chair of the Department, your responsibilities will include teaching a minimum of 24 credit hours with a maximum of 30 credit hours for the academic year, and you are required to schedule a minimum of five office hours per week during each academic semester. The courses listed below are your expected teaching assignment for **AY2x-2x**. The college does reserve the right to substitute course(s) and to determine the delivery modality of these courses, (i.e., face-to-face, remote, asynchronous online, etc.).

**[NOTE: List Each Course and Number of Credit Hours – Should have a workload of 30 credit hours]**

Fall 20xx Spring 20xx

We are confident that you will be a strong addition to the academic endeavors of The University of Toledo. If you have any questions about any aspect of this offer, please feel free to contact Dr. \_\_\_\_\_\_\_\_\_\_\_\_. If you choose to accept this offer, and the policies and benefits of The University of Toledo, please sign and return this letter within ten days.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scott C. Molitor, PhD

Interim Provost and Executive Vice President for Academic Affairs

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NAME – Dept chair optional

DEAN or DEPT CHAIR TITLE

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

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**NAME**  Date