**Visitor Offer Letter Template Effective June 26, 2025**

***Update: added statement of commitment***

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. Completed background check
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 June 2025 bg

Questions? Contact Office of Academic Finance and Faculty Administration at [academicfinanceandfacultyadmin@utoledo.edu](mailto:academicfinanceandfacultyadmin@utoledo.edu).

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. This appointment is subject to approval by the Board of Trustees.

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**, 20xx, to July 31, 20xx.

You will be eligible for The University of Toledo’s benefit package which consists of medical, dental, tuition fee waiver and the State Teachers Retirement System or the Alternative Retirement System. For details of the available programs, you may contact the UToledo Benefits Office at [benefits@utoledo.edu](mailto:benefits@utoledo.edu) or visit their [New Hire](https://www.utoledo.edu/depts/hr/total-rewards/benefits/new-hire.html) website to get started. **Health Care benefits must be selected within 30 days of your hire date.**

You are required to attend a mandatory new hire faculty orientation which will be held on August xx, 20xx, 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 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.

The University of Toledo is committed to educating students by means of free, open and rigorous intellectual inquiry to seek the truth. This commitment extends to creating a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth and tolerates the differences in opinion that naturally occur in a public higher education community. Further, the University is committed to not requiring, favoring, disfavoring or prohibiting speech or lawful assembly. The University’s duty is to equip students with the opportunity to develop the intellectual skills they need to reach their own informed conclusions. All faculty, staff and students will be treated as individuals, held to equal standards and provided equality of opportunity, without regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity or gender expression.

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/academic-administration/faculty-forms.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 States 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,

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

Mitchell S. McKinney, Ph.D.

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**.

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

**NAME**  Date