

Guide for Writing a Letter of Offer for New Faculty

Components:

1. Language stating that the letter is a confirmation of the oral agreement and/or include a statement that the letter serves as a firm commitment on the part of the University.
2. Rank given at hire.
3. Starting date: month, day and year.
4. Salary.
5. 9 and 12 month pay options.
6. Criteria for tenure and promotion (as attachment or reference).
7. Length of probationary period.
8. Specific date that tenure decision is to be determined (penultimate year).
9. Reference to years of previous full-time teaching experience if applicable.
10. Conditions regarding degree completion.
11. Other conditions of employment.
12. Employment benefits information.
 - Major medical insurance.
 - Group life insurance benefits.
 - Retirement benefits.
 - Tax deferred annuities.
 - Travel accident insurance.
13. Information regarding summer teaching/summer teaching salary.
14. Moving expenses: paid or not paid. Include amount maximums if applicable.
15. Deadline for accepting the position. Note that formal acceptance must be in writing.

Note: Send a copy of each appointment letter to the Associate Provost for Academic Affairs (Attn: Anita Leach, Cutler Hall 310). Scanned copies in PDF format, if clearly legible, can be sent via email if this is more convenient. (Send to: leacha@ohio.edu)

Optional Components:

1. Research responsibilities.
2. Office/lab space and equipment
3. Startup support
4. Regional campus teaching.
5. Advising assignments.
6. Committee assignments.
7. Ohio University Employees' Credit Union.
8. Reserved parking spaces.

What NOT to include:

1. Anything that might change in the future. For example: a specific teaching load should not be mentioned since department/school teaching load requirements can change.