Tenure-Track Faculty Offer Letter Writing Guide

**Note!**

A copy of each faculty offer letter is to be sent to the Office of the Executive Vice President and Provost.   
Paper copies: Marlene Poches, Cutler Hall 206. Electronic copies: [poches@ohio.edu](mailto:poches@ohio.edu)

**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. Faculty rank 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. Tenure decision deadline date (penultimate year)
9. Reference to years of previous full-time teaching experience, if applicable
10. Conditions regarding degree completion, if applicable
11. Other conditions of employment (e.g., completion of required training)
12. Employment benefits information
    1. Major medical insurance
    2. Group life insurance benefits
    3. Retirement benefits
    4. Tax deferred annuities
    5. Travel accident insurance
    6. Other
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
16. Completing new hire paperwork. See below for sample I-9 language
    1. In accordance with federal law, the University requires you to verify your eligibility to work in the United States.  In order to comply with federal law, you are required to have completed your employment eligibility forms within the first 72 hours of employment.   A list of acceptable documents may be found at <http://www.uscis.gov/files/form/i-9.pdf>.
    2. Please plan to visit University Human Resources with your employment eligibility paperwork on your **first day** of employment.  Prior to your arrival, please have Section 1 of the Form I-9 completed by visiting:   \_\_\_\_\_\_\_\_\_\_\_ (insert planning unit link to electronic I-9).

**Optional Components:**

1. Research responsibilities.
2. Office/lab space and equipment provided.
3. Startup support provided.
4. Regional campus teaching.
5. Advising assignments.
6. Committee assignments.

**What NOT to include:**

1. Anything that might change in the future, i.e. specific teaching load, teaching schedule.