

SAMPLE OFFER LETTER
Non-Tenure Positions

Dear _____:

It is a pleasure to offer you the position of _____ in the Department of _____ at Utah State University. The position begins _____. The proposed annual salary is \$_____ (\$_____ per month) on a _____ - month basis (_____% time). You will be eligible for across-the-board annual salary increases at the beginning of the fiscal year (July 1st).

This is a “term appointment” which means that it is not tenurable, but is renewable yearly, based upon performance evaluations.

Please reply within seven (7) business days of your acceptance or declination to this offer. Also, please let me know if you have any questions. We very much look forward to receiving a positive written response from you.

Sincerely,

Department Head

I accept this offer of employment. I decline this offer of employment.

Signature

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Dear _____:

It is a pleasure to offer you the position of _____ in the Department of _____ at Utah State University. The position begins _____. The proposed annual salary is \$_____ (\$_____ per month) on a _____-month basis (_____% time). You will be eligible for across-the-board annual salary increases at the beginning of the fiscal year (July 1st).

This is a “term appointment” which means that it is not tenurable, but is renewable yearly, based upon performance evaluations. There is an initial 12-month introductory period of employment; which is designed to “help employees adjust to their jobs and to allow both employee and supervisor time to determine whether or not to continue the working relationship. In the event it is not possible to facilitate a working relationship within the introductory period, there is no obligation on the part of the employee or supervisor to continue employment. During the introductory period, ...employees will be eligible for all employee benefits. *Employees, however, may be terminated at any time during this period with or without cause for any lawful reason and without the right to a grievance hearing*” (USU Policy 395.1). The USU Office of Human Resources will invite you and your spouse/partner to attend a “new employee orientation” meeting on _____, where you can sign up for our very generous benefits packages.

Please reply within seven (7) business days of your acceptance or declination to this offer. Also, please let me know if you have any questions. We very much look forward to receiving a positive written response from you.

Sincerely,

Department Head

I accept this offer of employment. I decline this offer of employment.

Signature

LETTER OF OFFER TEMPLATE
TENURE ELIGIBLE POSITION

On behalf of the Department of _____ and the College of _____, we are pleased to offer you an appointment as _____ (title)_____. This is a tenure track __ (9 or 11) __ month appointment, with an initial academic salary of \$_____. Please understand that your appointment will not be official until formally approved by the Utah State University Board of Trustees. The Board meets monthly.

Your service at Utah State University will begin on _____. A mandatory review for tenure and promotion will occur during academic year 20____. (See USU policy 405.1.4 as revised.)

If the individual is being offered 12-month employment and will accrue sick leave and annual leave benefits, add the following paragraph.

This will be a leave-accruing appointment where you will earn 1.83 annual leave days and 1.0 sick leave days for each month of service.

In addition, you will be authorized to use up to 3.0 working days per month for consulting activities. You will receive benefits of Utah State University's retirement, medical, dental, life insurance, and long- and short-term disability programs. You will be invited to a new employee orientation by the Office of Human Resources soon. If you have questions, please see our website at www.usu.edu/benefits.

Your normal classroom teaching assignments will include _____. Your start-up package will be as follows. These funds must be used within two years of your start date: **Start-up items may vary.**

Summer Salary Funding:	\$_____
Graduate Research Assistant:	\$_____
Professional Travel:	\$_____
Office Equipment:	\$_____
Lab Equipment/Software:	\$_____
Office Furniture:	\$_____
Visa processing:	\$_____

If the individual has not completed the terminal degree, add the following paragraph.

This offer of appointment is extended to you on the condition that you complete all requirements for conferral of the _____ degree prior to _____, 20____. If you do not complete all the requirements at that time, your appointment will be at the rank of Instructor with an initial salary of \$_____ for fiscal year

20___. This appointment will be converted to the rank of Assistant Professor at the beginning of the semester after the one in which you complete all requirements for the _____ degree and your salary will be adjusted at the same time.

OPTIONAL – Promotion & Tenure

Tenure and promotion are awarded on the basis by which you perform your role assignment. Within the first month after your arrival on campus, we will sit down to negotiate a role statement. The role statement will include percentages for each area of professional service (See USU Policy 404.1.2). These percentages will define the relative weight to be given to performance in each of the different areas of professional service. Role statements serve two primary functions. First, you can gauge your expenditure of time and energy relative to the various roles you are asked to perform in the University. Second, role statements provide the medium by which your assigned duties are described and by which administrators and evaluation committees can judge and counsel you with regard to your allocation of effort.

OPTIONAL – Tenure Credit

As you have requested, you will be granted _____ years credit toward the pre-tenure probationary period based on your previous academic experience. By accepting the terms of this offer you acknowledge that your decision to accept the credit toward tenure is binding and may not be declined by you at a later date. **This requires the Provost's approval. Also note that the total accumulated probationary period at ALL institutions cannot exceed nine (9) years (See USU Policy 405.1.4[2]).**

OPTIONAL – Moving Expenses

In order to assist you with your relocation, the University will reimburse the actual moving and transportation costs up to a maximum of \$_____.

In order that a recommendation for appointment may be submitted to the Board of Trustees on your behalf, please notify us by _____, 20__, of your acceptance of this offer by signing and returning this letter to the Department of _____, **address**. We look forward to your acceptance and your contributions to Utah State University.

Sincerely,

Department Head Date:_____

Dean of College Date:_____

I accept this offer of the faculty position described above with the understanding that this offer is conditional upon approval of my appointment by the Utah State University Board of Trustees.

Signature

Date: _____