2.6.6 FEATURES OF OFFER FOR FACULTY AND UNCLASSIFIED APPLICANTS

A. Purpose

The purpose of this policy is to provide continuity in the different features that should be considered as appropriate to the applicant in a letter of offer to faculty or unclassified. The following outline has been developed and contains multiple points and indicates a process for preparing a draft for review by the appropriate dean as well as the information that should come with the draft identifying the resources that will be called upon to fulfill the offer.

Offer letters should be prepared in accordance with these guidelines.

B. Features of a Letter of Offer

The following are items that should be included in a letter of offer to a prospective faculty or unclassified applicant:

1. Effective date
2. Rank or title
3. Tenure Status - Terms of appointment
   (a) Annual Appointment/no tenure rights
   (b) Indefinite Appointment/no tenure rights
   (c) Tenure Appointment of One Year/tenure track
   (d) Tenure Appointment of Two Years/tenure track
   (e) Tenure Appointment of Three Years/tenure track
   (f) Tenure Appointment of Four Years/tenure track
   (g) Tenured (Indefinite Appointment)
4. Salary
   (a) Base salary
   (b) Practice plan participation - (A current copy of the department practice plan should be included with the letter of offer. The letter should indicate that the new faculty member shall as a condition of employment practice in accordance with the department income plan.)
5. Front-end commitment; i.e., space, equipment, research technicians, start up money, moving expenses, grants and equipment to be transferred, etc.
6. Statement of responsibilities, teaching obligations, research commitments, practice or administrative responsibilities.
7. Letters of offer should be drafted for the Chancellor/Dean’s review. After the Chancellor/Dean indicates agreement, the original letter of offer should be prepared for the department head’s signature with space for the Chancellor/Dean’s approval.

8. A financial plan indicating how all the commitments are to be handled should be attached to the draft.

9. The letter of offer should request an acceptance in writing by a certain date; usually two weeks.

10. Acceptance can be indicated by preparing an acceptance signature blank on the letter of offer for the prospective faculty member to sign indicating acceptance of the offer. When this is done, the letter of offer should be sent with an extra copy so that the prospective member can retain a copy of what he or she has signed.

11. Letters of offer should be submitted in a timely fashion to permit review, discussion, and revisions.

12. **Effective immediately, all departments are required to obtain and forward to Human Resource Management official transcripts from the terminal degree granting institution for each person with faculty rank (full-time and part-time) hired. This official transcript must be on file in Human Resource Management as a condition of employment.**