

SAMPLE LETTER OF OFFER:
ASSISTANT PROFESSOR WITH JOINT APPOINTMENT

February 20, 20XX

John Doe, PhD
123 American Way
Anytown, OH 12345

Dear Dr. Doe:

Include personalizing comments and welcome

You will be appointed at the rank of assistant professor at 100% FTE with a base salary of \$XX,XXX for the nine-month academic year. Your appointment will be effective on August 15, 20XX. During your initial year, you will be paid in 12.5 monthly installments on the last working day of the month beginning in August for work performed during the academic year.

This appointment is subject to the approval of the Board of Trustees, and your employment is subject to all rules, regulations, and policies of the university and to the availability of funds.

This is a joint appointment in the Department of XXX and the Department of YYY. This joint appointment will be governed by the enclosed memorandum of understanding (MOU). Your tenure-initiating unit (TIU) under this MOU will be the Department of XXX.

This is a regular tenure-eligible position. The appointment is probationary and you will be reviewed annually, at which time you will be informed as to whether your appointment will be renewed. You will be reviewed for tenure and promotion no later than the sixth year of your appointment, in 20XX-XX. Tenure and promotion are granted after approval by the Board of Trustees following review at the TIU, college, and university levels and a favorable recommendation by the provost to the president and the Board. The enclosed MOU establishes the guidelines for your annual review and promotion and tenure reviews. A copy of the Department of XXX's promotion and tenure policies can be found at <http://oaa.osu.edu/governance.html>.

The university is required by federal law to verify the identity and work authorization of all new employees. Accordingly, this offer is contingent upon such verification. You will be asked by a representative of this department to complete the Form I-9 (Employment Eligibility Verification form) no later than your first day of work.

If you are not presently authorized to work at The Ohio State University, it is important that you inform our department of any special circumstances or concerns as soon as possible. The Office of International Affairs (OIA), at (614) 292-6101, ويا@osu.edu, will assist us with immigration processing as needed. This department must make the first contact with OIA before you can receive immigration guidance.

This offer is contingent on the university's verification of credentials and other information required by law and/or university policies, including but not limited to a criminal background check.

Ohio State faculty and staff are covered by the Ohio Ethics Law for public officials and state employees, and accordingly must receive and acknowledge a copy of this legislation which is enclosed. Please acknowledge receipt.

Each faculty member is expected to perform over the full range of responsibilities teaching, research, and service. Teaching assignments in the department may involve introductory, intermediate, or advanced courses as the demands of course registration and scheduling may require, and are made by the department chair in consultation with the faculty. We expect that you will embark on an active program of research and publication and that you will actively seek resources from outside the university to support your research program.

The Department of XXX will administer your primary teaching responsibilities. The normal teaching responsibility in the Department of XXX is XX courses per academic year; however, the number of courses taught may vary from year to year depending on the needs of the department and may vary under the terms of the department's Distribution of Faculty Duties and Responsibilities. These guidelines can be found in the department's Pattern of Administration, found at <http://oaa.osu.edu/governance.html>. Teaching responsibilities will be reduced relative to the normal requirements for a faculty member with a 100% appointment in the respective units in accordance with the stipulations in the MOU.

Include any special arrangements or commitments such as mentoring plan, office and laboratory space, equipment and operating expenses, practice plan information, moving expenses, grant expectations, summer funding. Multiple year commitments for funding must include language indicating that the resources are subject to satisfactory performance review. (Note that faculty may receive a maximum of 2.5 months of off-duty funding from external grants and a maximum of 2 months of off-duty funding from general funds.)

Employees at Ohio State participate in the state retirement system. Enclosed is the Human Resources form concerning your employment in a job not covered by Social Security. This form must be signed and returned to the department no later than your first day of work.

The Ohio State University, in an effort to promote the health and well-being of all of its faculty, staff, students, and visitors, has chosen to maintain a tobacco-free environment. The use of all types of tobacco products is prohibited in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages, and all outside areas.

Information about benefits at Ohio State can be found at www.hr.osu.edu/policy/empben/bluebook.pdf. Questions concerning benefits should be directed to the Office of Human Resources Customer Service Center at service@hr.osu.edu or (614) 292-1050, 1-800-678-6010, TDD 688-3730, FAX (614) 292-6235.

The Office of Academic Affairs Policies and Procedures Handbook can be found at <http://oaa.osu.edu/handbook.html> and provides sources of important information for faculty.

I strongly recommend that you attend the New Faculty Orientation sponsored by the Office of Academic Affairs, which is held a week prior to the start of classes. Information on New Faculty Orientation can be found at <http://www.oaa.osu.edu/newfacultyorientation.html>.

Sample Letter of Offer 112: Assistant Professor with Joint Appointment
<http://oaa.osu.edu/Sampleddocuments.html>

Include personalized closing and directions for acceptance of offer

**SAMPLE MEMORANDUM OF UNDERSTANDING
FOR A JOINT APPOINTMENT**

Memorandum of Understanding
Regarding Faculty Appointment of John Doe, Ph.D.

This document summarizes the agreement between the College of AAA and the College of EEE regarding the joint faculty appointment of Dr. John Doe.

A. Units Involved

- College of AAA, Department of XXX
- College of EEE, Department of YYY

B. Tenure Initiating Unit

- Dr. Doe's TIU will be the Department of XXX in the College of AAA.

C. Appointment

- Dr. Doe will have a nine-month faculty appointment as an assistant professor in the Department of XXX and the Department of YYY.
- Dr. Doe's time and effort will be assigned as follows:
 - 75% Department of XXX
 - 25% Department of YYY

D. Financial Support

- A nine-month salary for Dr. Doe will be provided by the Department of XXX and the Department of YYY using a 75:25 ratio.
- Salary increases will be determined by the unit with the majority of funding (Department of XXX/College of AAA) and will be based upon the annual review conducted by the Department of XXX in consultation with the Department of YYY.
- Academic-year salary support provided by grants as either release time or direct project appointment will be distributed 75% to College of AAA/Department of XXX and 25% to the College of EEE/Department of YYY during the fiscal year. Should the salary ratio change at some later period, then released time will be distributed according to the new percentages.
- The College of EEE/Department of YYY will pay 25% of Dr. Doe's salary for the first three years of employment. After that the College of EEE/Department of YYY will pay 50% of the College of EEE/Department of YYY appointment (12.5% of salary and benefits with the expectation that the remaining 12.5% will be paid from funds under the control of Dr. Doe such as grants or set up funds), meaning that the College of EEE's contribution drops to 12.5% of full salary.
- Start up funds in the amount of \$500,000 will be provided as follows:
 - \$375,000 from the College of AAA
 - \$125,000 from the Department of YYY/College of EEE. Funds from the Department of YYY/College of EEE will be allocated over a three year period.
 - Additional monies will be provided for the purchase of a BBBB Device will be as follows:
 - \$175,000 by the Department of XXX
 - \$175,000 by the Department of YYY
- Net marginal proceeds generated from the indirect costs portions of external grant support generated by Dr. Doe will be divided between the College of AAA and the College of EEE using an 87.5:12.5 ratio. This distribution will be re-evaluated after the first five years of employment.

- Moving expenses will be reimbursed by the Department of XXX up to \$10,000.

E. Office and Laboratory Space

- The Department of XXX will provide office and laboratory space for Dr. Doe.

F. Administrative and Secretarial Support

- The Department of XXX will provide Dr. Doe with the appropriate administrative and secretarial assistance.

G. Teaching Commitments

- Teaching responsibilities in each unit will be reduced relative to the normal requirements for a faculty member with a 100% appointment in that unit. The reduction will be in proportion to the percentage appointment in each unit. For example, Dr. Doe’s teaching responsibilities in the Department of YYY will be approximately 25% of the responsibilities of a faculty member at his rank with a 100% appointment in that department.
- Dr. Doe’s primary teaching responsibility will be administered through the Department of XXX as outlined in the letter of offer.

H. Evaluation

- Dr. Doe will be reviewed annually in accordance with the Pattern of Administration policy and procedures for assistant professors in the Department of XXX and will include a letter from the chair of the Department of YYY.
- Dr. Doe’s tenure review will be performed by the Department of XXX including input from the Department of YYY as required by university policy. If the two units are not in agreement for the promotion and tenure evaluation, the unit providing the positive evaluation will have the option to assume 100% responsibility for Dr. Doe, including providing 100% of his salary and laboratory space.

I. Governance Rights

- Dr. Doe will have governance rights in the Department of XXX and the College of AAA.
- Dr. Doe’s appointment will not carry voting privileges in the Department of YYY or College of EEE faculty meetings. However, his participation in Department of YYY committees is encouraged.

J. MOU Review

- This memorandum of understanding will be reviewed every five years and updated as necessary.

_____ Date _____
Dean, College of AAA

_____ Date _____
Dean, College of EEE

_____ Date _____
Chair, Department of XXX

_____ Date _____
Chair, Department of YYY

_____ Date _____
Vice Provost for Academic Policy and Faculty Resources