**9 OR 12 MONTH TENURE TRACK** **SAMPLE OFFER LETTER**

**See additional information on page 2.**

**(Add Letterhead)**

Date

Candidate’s Name

Address

City, State, Zip

Dear Dr. xxx:

I am pleased to offer you an **[**“in-unit” **or** “out-of-unit”**]** position on the faculty of Florida State University **[“**as \_\_\_\_\_\_\_\_ (class/position title) in the (department name) in the College of (college name)” **or** “as (class/position title) and (administrative title), which carries with it the rank of \_\_\_\_\_\_\_\_ in the (department name) in the College of (college name).”**]**. Your employment for the academic year xxxx-xxxx shall extend from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_, at an academic year rate of $XX,XXX. The appointment is **[**“non-tenured and not tenure-earning” **or** “tenure-earning in the Department of \_\_\_\_\_\_\_\_ in the College of \_\_\_\_\_\_\_\_”**]**.

This offer is contingent upon your meeting the University’s standards for instructor credentials, providing Florida State University with required documentation of employability, and approval to work following successful completion of all university and statutorily required screenings, which may include a criminal history background check. Additionally, this offer is subject to the Constitution and laws of the State of Florida and the United States, the regulations of the University and the Florida Board of Governors, and the Collective Bargaining Agreement between Florida State University and the United Faculty of Florida. Prior to the start of your appointment, you should become especially familiar with the University policies on sexual harassment, outside activities, conflict of interest, and intellectual property covered in the Faculty Handbook (<http://facultyhandbook.fsu.edu/>).

You are advised that under Florida law, direct deposit of salary warrants by electronic funds transfer (EFT) is mandatory as a condition of employment for all new employees. Your acceptance of this offer commits you to complete the authorization form.

Please indicate your acceptance by signing the original and returning the letter to me no later than \_\_\_\_\_\_\_\_, after which the offer will be considered as having been withdrawn.

Subsequent to your acceptance of this position, you will receive an assignment of responsibilities outlining your duties and responsibilities for the year. On a personal level, I warmly welcome you to our faculty and look forward to working with you as a colleague.

 Cordially,

 Dean (or equivalent)

 College of xxxxxxx

 (or Principal Investigator, if granted funded)

Accepted:

 Signature Date

Partial-year counting towards tenure-earning service: \_\_\_\_\_ Yes \_\_\_\_\_ No

**Additional/Alternative Information to Provide in Offer Letters:**

* **9 month v. 12 month**: If appointment is for 12 months, change the second sentence to “Your employment for the year xxxx-xxxx shall extend from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_, at an annual rate of $XX,XXX.”
* **If Visiting status**: indicate that it is a visiting appointment in the first line of the offer letter with the appropriate end date.
* **For any faculty member without appropriate credentials at the time of hire, state the following**: “This appointment is provisional and will not extend beyond one academic year unless appropriate credentials are received and certified.”
* **Tenure:** If the candidate is bringing any tenure-earning credit from another university, include the following in the letter: “It is understood that you will be credited with \_\_ years of tenure-service credit from your [“tenure-earning” or “tenured”] position at \_\_\_\_\_\_\_\_.”
* If the position is a tenure-earning position that starts after October 1st, include the following in the letter: “Your appointment is a partial-year appointment; therefore, you must indicate below whether the entire year will count towards your tenure earning service.”
* **Soft Money Funded positions** **(Contracts & Grants, Auxiliary, Local/Agency)**: include the following language in the offer letter and be sure to outline the funding end date: “This appointment is funded by (insert funding type) and is contingent upon availability of those funds.”
* **Appointments less than one year:** use the following language, “The period of employment during the year xxxx-xxxx shall extend from \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ at a period amount of $\_\_\_\_\_\_\_\_, which is based on an annual rate of $\_\_\_\_\_\_\_\_.”
* **Appointments less than 1.0 FTE:** indicate FTE, hours per week, and the corresponding bi-weekly rate in the offer letter.
* **Outline any post-hire requirements**: such as, certification, licensure, post-hire physical, etc. and deadlines to obtain them (as applicable) in the offer letter.
* If moving expenses have been approved, outline the terms agreed upon in the offer letter,

(i.e., “Payment of moving expenses have been approved, not to exceed $\_\_\_\_\_\_\_\_\_\_. All employer-provided moving expenses are taxable income to the employee and the taxes will be deducted from your biweekly paycheck over three pay periods. Employees receiving payment of moving expenses must commit to work for the University for no less than the agreed upon contracted year in continuous pay status. If you voluntarily terminate employment with the department before 6 months, you must return the full amount of the moving expenses to the University before the termination date. Voluntary termination after 6 months and before 1 year of employment (1 academic year for 9- and 10-month faculty) will require 50% to be returned to the University. ”).

* If a Sign-On Bonus has been approved, the offer letter should include the terms agreed upon and required payback if the employee voluntarily terminates from the University [before 6 months full amount to be paid back before termination date; after 6 months/before 1 year (1 academic year for 9- and 10-month faculty), 50%].

Reference the Sign-On Bonus Form for specifics to be included.