
**APPOINTMENT OF ASSISTANT PROFESSOR/INSTRUCTOR revised 03/13
ON A TENURE-TRACK, PENDING RECEIPT OF PH.D.**

These appointments enable the schools or colleges to appoint junior faculty who are close to completing their Ph.D. program. If notice is not received confirming the completion of the appointee's degree program then the terms of the initial tenure-track appointment should convert to a non-tenure track appointment. The Department must state the specific duties in the appointment letter to maintain the appointee's full time faculty status and benefits eligibility status. Do not use the term "part-time faculty" if a reduction in workload occurs since this appointment is not intended to be a temporary appointment.

Dear _____:

TERMS

With the concurrence of Dean _____ and Vice Chancellor and Provost Eric F. Spina, I am very pleased to offer you a _____-year, tenure-track appointment as Assistant Professor of _____ in the _____(school/college) at Syracuse University. This is a full-time position beginning August __, 20__ (one week before the first day of class.) Compensation will include a salary of \$_____ for the 20__-200__ academic year plus the fringe benefits available to eligible faculty members. [*For January appointments:* This is a full-time position beginning January __, 20__. Compensation is based on a full-time salary of \$_____ for the 20__-20__ academic year. Your salary for the Spring 20__ will be \$_____, one-half the academic year salary, plus the fringe benefits available to eligible full-time faculty members.] The Dean, following University guidelines, will determine your salary in subsequent years.

Please note that the rank, salary, and term of appointment described above are conditional on notification from your graduate school that you have completed all requirements for the Ph.D. degree. This notice must be received by the Dean prior to August __, 20__ [*For January appointments:* December __, 20__]. If this notice is not received by that date, your appointment will convert to a one-year, full-time, non-tenure track appointment starting August __, 20__ [*OR* January __, 20__]. You will be eligible to enroll for those fringe benefits that the University provides full-time faculty members, as long as the applicable plan and policy provisions have been satisfied.

If your appointment has been converted to a non-tenure track appointment and by March 1, 20__, the Dean receives notice from your graduate school that you have completed all requirements for the Ph.D. degree, your appointment will revert to a full-time tenure-track appointment beginning the next academic year. You will be entering the second year of your initial contract but it will be the first year to be credited toward tenure. If, by March 1, 200__, the Dean does not receive notice from your graduate school that you have completed all requirements for the Ph.D. degree, your appointment will terminate on May __, 20__.

EQUIPMENT COMMITMENT

(If there are any set-up commitments from the use the following paragraph):

To help you establish your research program, the _____ (school/college) will provide up to [\$3,000 or \$_____] for the purchase and installation of [computing equipment or _____ **(list specific items)**]. This equipment must be purchased by June 30, 20_. The final configuration of computer equipment is determined in consultation with the (school/ college/)Computing and Information Technology Group to take advantage of the current market and to ensure compatibility with the University's computing environment. This equipment will be available for your exclusive use during your tenure at Syracuse University; however, the University retains ownership. **(Unless explicitly stated otherwise, installation costs of equipment will be borne by the academic unit or by the set-up allocation.)**

SPACE COMMITMENT

(Use the following paragraph on research space preparation, if any has been committed by the Office of Academic Affairs):

In support of your research program the University will provide [new/renovated] space in the _____. **(Specify room(s), building and any other specifics as appropriate.)**

RESEARCH OR SUMMER SUPPORT

(If applicable, include arrangements for summer support. If it will be provided prior to the regular faculty start date, which is one week prior to the first day of classes, state that payment is contingent upon providing Human Resources the required documentation establishing identity and employment eligibility at least two weeks before the scheduled payment date.)

If the Dean receives notice that you have completed all requirements for the Ph.D. degree prior to August __, 20__, the _____ (school/ college/)will provide you with [a discretionary research fund up to \$_____ annually for __ years, beginning in the 200_-200_ academic year] **[and/or]** [\$_____ of summer support **(a typical summer stipend equals 2/9 of the faculty member's academic year salary)** to be paid in _____ **(specify # of payments, month(s) and year)**]to assist you in developing your research program. This will be done with the proviso that you continue your appointment at Syracuse University and that you do not accept other employment during that time period. Upon your acceptance of this offer, the Office of Sponsored Programs stands ready to assist you in submitting proposals and will negotiate research contracts on your behalf.

BENEFITS

The University's benefits are discussed in detail on the University's website at <http://humanresources.syr.edu/benefits/>. As part of your status as a full-time faculty member, you are eligible for coverage under the University's medical, dental, vision, life insurance, remitted tuition, voluntary retirement plan, salary continuation, group long term disability, and group home and auto insurance benefits immediately upon hire, as long as you satisfy the requirements of the applicable plan or policy.

You will receive University benefits within the compliance parameters of the applicable University benefit plan or policy, and the terms of that benefit plan or policy will control over any other benefit description. University benefits are subject to change under University policy.

Human Resources conducts small group onboarding sessions to explain available benefits and to answer questions. Keep in mind that you will need to enroll for those benefits you wish to receive within thirty-one (31) days of your start date. If you need further assistance regarding benefits, please contact the Human Resources Service Center at Syracuse University (315-443-4042).

ORIENTATION

(Describe orientation plans involving the University, college, and/or department to minimally include):

The Office of Academic Affairs hosts an important orientation program to assist all incoming members of the faculty. Additional details can be found on the Provost's website at http://www.syr.edu/academics/office_of_academic_admin/faculty/new-faculty1/new_faculty_orientation.html. You will receive further orientation details and other information about the University at a later date. I [strongly encourage or expect] you to participate in this valuable program.

MOVING EXPENSES

(The University offers the option of the department paying the moving company directly. Once the faculty member has obtained three written quotes, the department should authorize a purchase requisition. If the department uses this option then make sure to include the name of a departmental contact to facilitate the process. Contact the Purchasing Department for assistance.)

The _____ (**school/college**) will reimburse you up to \$____ for most of the normal expenses involved in moving your household and professional belongings from _____ to Syracuse. Please refer to the enclosed moving policy and discuss logistic options with _____ (name of the department administrator). Reimbursement must be requested within six months of your appointment. Original receipts must be provided for all expenses and some or all of the reimbursement for travel and moving may be taxable.

TENURE

The Faculty Manual describes some of the University's policies and procedures and can be referenced at http://www.syr.edu/academics/office_of_academic_admin/faculty/manual/index.html .

The Faculty Manual, subject to change under University policy and as may be amended by the University from time to time, forms part of the terms of your faculty appointment. Details on additional faculty policies and resources may be found at http://www.syr.edu/academics/office_of_academic_admin/faculty/index.html . Syracuse University policies may be found at <<http://supolicies.syr.edu> >

The University's policy states that all candidates for tenure must be considered for tenure before the end of the sixth credited year. Candidates may request to be considered for tenure at any time but no later than March 1st of their fifth credited year. However, they are considered only once for tenure.

The formal review process will begin with the signed and dated request from the individual to the Provost to initiate the tenure review. The form requesting tenure review can be found at http://www.syr.edu/academics/office_of_academic_admin/faculty/tenure1.html Our records now indicate that you will need to file your Request for Tenure Review Form no later than March 1, [5 years from start date].

The count of credited years for tenure will begin with the onset of your tenure-track appointment at Syracuse, unless as described above, your appointment converts to a non-tenure track appointment, in which case no credit for the academic year 20__-20__ will accrue.

PROMOTION

Candidates for promotion to (Associate/Full) Professor will normally not be considered until they have completed (three/four) years in the rank of (Assistant/Associate) Professor. **NOTE: If applicable, include wording similar to the following:** [__ year(s) of your prior service at the rank of Assistant/Associate Professor will be credited as time towards your eligibility to be considered for promotion to (Associate/Full) Professor.] **or** [The (school/college) is willing to consider previous service when determining eligibility for promotion.]

DUTIES

NOTE: (The appointment letter is a contract. It must state what the individual's duties are, how they are determined, and should reserve the University's right to modify those duties. Therefore, insert a paragraph giving a description of initial teaching and advising assignment and how teaching assignments will be given, i.e., by department chair/dean, and research expectations. Because work expectations may change, do not set finite limits on future teaching loads or other future duties. Include the following statements:)

The (Department and/or School/College) of _____ and the University value and reward quality teaching at all levels. Your duties include teaching, scholarship and service, and may be adjusted over time by the [Department and/or School/College] as needs evolve. Given that you are expected to be actively engaged in research and professional activity, your initial teaching responsibilities for 20_-20_ (*For January appointments: ...your initial teaching responsibilities for the spring 200_ semester*) will include _____.] **[If a reduced load is being offered, consider using text similar to this:** Currently, the normal teaching load for research-active faculty members in _____ (department or college name) is __ courses per academic year.

Your teaching responsibilities during the 20_ - 20_ academic year [*For January appointments: Your teaching responsibilities during the Spring 20_ semester*] will be reduced to __ courses to provide you with sufficient time to develop your academic and research programs.] **[At this point you may address any expected adjustments in duties if appointment is converted to a non-tenure track appointment]**

The academic year begins on August __, 20__, (**one week before the first day of class**) with the first day of classes on August __, 20__, (*For January appointments: The first day of classes for the spring semester of the 2____-__ academic year is January_, 200_*) and ends on the day of commencement, May __, 20__. Your colleagues in _____ (department or college name) expect and look forward not only to your teaching and research contributions, but also to your role as an advisor and, from time to time, as a member of Departmental, College, and University committees.

DEPARTMENTAL PLANS OR FUTURE CHANGES

Optional: (Describe significant occurrences and plans involving the University/College/School and/or department that would be relevant to the individual.)

RENEWAL

(For multiple-year appointments, include): If this appointment is to be renewed, you will normally receive notice prior to its expiration. If this appointment is not to be renewed, you will be notified according to the schedule in *The Faculty Manual*. If you are not so notified, your appointment will continue, subject to expiration upon twelve months notice.

I-9 REQUIREMENT (If the appointee is newly employed by Syracuse University or has been previously employed by Syracuse University and has had a break in service of more than one year, insert the below paragraph).

For U.S. citizens or permanent residents: [This appointment is necessarily contingent upon your satisfaction of eligibility requirements for employment under the Immigration Reform and Control Act of 1986. Information about these requirements is enclosed.]

For Foreign National appointments, replace the above paragraph with the following sentence: [This appointment is contingent upon your obtaining a non-immigrant or immigrant visa from the U.S. Citizenship and Immigration Services, which allows you to be employed by Syracuse University.]

(If the department has any questions, please contact Christina Percoski, International Employment Specialist at x4690.

PAYROLL

As a professional exempt faculty member you will receive your academic year salary in 18 payments (half payments on August 31 and May 15, and 16 full payments September 15-April 30) unless you choose the 25 payment option (two half payments and 23 full payments August 31 of the current academic year -August 31 of the next academic year) . **[January hires:** As a professional exempt faculty member you will receive your spring semester salary in 9 payments (8 full payments beginning January 15-April 30 and half payment on May 15).] Your annual salary will be paid semi-monthly on the closest business day to the 15th and last day of each month. The 25 payment option is subject to special withholding requirements. If you are interested in the 25 payment option, please contact the Payroll Department at 315-443-4042 ext 2.

Please note that with respect to the payments and benefits described in this letter, the University will withhold any taxes required by law.

ACCEPTANCE

If you accept the appointment, as I hope you will, please sign and return the enclosed copies of this letter, keeping the original for your files. To allow the University to proceed, I will need to have your

response by _____. **[Insert date approximately 2 weeks from date of appointment letter.]** After you return your signed appointment letter to me, please contact Human Resources at 315-443-4042 or go to <http://humanresources.syr.edu/faculty/onboarding_faculty.html> to schedule your personal “Onboarding” appointment for benefits. Other necessary paperwork required for new employees such as the I-9 and benefits forms, as well as a parking application can be completed without scheduling an appointment.

PERSONALIZATION

Optional

(Insert an appropriately personal paragraph at this point, if desired, perhaps along the following lines):

The City of Syracuse and Syracuse University offer a wide range of cultural and recreational opportunities which may interest you. If you would like the schedule and ticket information for any events such as the Syracuse Opera, the dramatic productions of Syracuse Stage, or Syracuse University sports teams, please let me know. Some season tickets may be purchased in advance, often at a discount.

I look forward to what I hope will be a long, professionally and personally rewarding association with you at Syracuse University.

[The signature page must include text from the last paragraph of the letter and include all signatures.]

Sincerely yours,

[Department Chairperson/Dean]

Enclosures: Information on the Immigration Reform and Control Act of 1986 **(For U.S. Citizens and only if appointee has not been employed during the prior year by Syracuse University.)**
Moving Expenses Policy

Copied to: Dean or Department Chair
Office of the Vice Chancellor and Provost
Christina Percoski, International Employment Specialist **(If the faculty member is a Foreign National.)**

I accept the appointment as described above.

Signed: _____

Date: _____