
CONTINUING APPOINTMENTS WITH TENURE

Revised 03/13

A continuing appointment is made only with the concurrence of the Chancellor and the Board of Trustees and as the result of a search authorized by the Office of the Vice Chancellor for Academic Affairs for a full time faculty position.

The dean requesting the appointment must submit an executive summary, substantive pieces of the tenure dossier, an account of the tenure process undertaken in the school/college, and the hiring proposal to the Office of the Provost. The Provost will bring the request for concurrence before the Chancellor and the Board of Trustees.

For an appointment of a foreign national (non-resident alien), visa considerations may effect employment eligibility. Please contact Christina Percoski, International Employment Specialist at x4690 for further clarification.

Dear _____:

TERMS

With the concurrence of the Board of Trustees, Chancellor Nancy Cantor, Vice Chancellor and Provost Eric F. Spina, and Dean _____, I am very pleased to offer you a continuing appointment with tenure as [Associate] Professor of _____ in the _____ at Syracuse University. This is a full-time position beginning August __, 20__ **(one week before the first day of classes)**. Compensation will include a salary of \$_____ for the 20__-20__ academic year plus the fringe benefits available to eligible faculty members. [**January appointments:** This is a full-time position beginning January __, 20__ **(one week prior to the first day of classes.)** 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 faculty members.] The Dean, following University guidelines, will determine your salary in subsequent years. **(If the Vice Chancellor has approved sending the letter before the Trustees have approved the appointment, remove “the Board of Trustees” from the first sentence and add the following sentence to the end of the paragraph:** This appointment is contingent upon the concurrence of the University’s Board of Trustees.)

EQUIPMENT COMMITMENT

(Use the following paragraph on set-up commitments, if any, from the school/college):

To help you establish your research program, the (name of department or college providing the support) 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 before the faculty appointment begins, state that payment is contingent upon providing Human Resources the required documentation establishing identity and employment eligibility two weeks before the scheduled payment date.)

To assist with your research program the _____ (school/college) will provide you with [a research fund up to \$_____ annually for __ years, beginning in the 20__-20__ academic year] **(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.)**] 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 tenured 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.

Dependent tuition, cash grant, and tuition exchange benefits are normally available to eligible faculty members after three years of continuous full-time employment. Because your appointment carries tenure from the outset, the University will provide you with special dependent tuition, cash grant, and tuition exchange benefits that will be available to you immediately once your appointment begins. **[Include the following sentence only if the candidate's base salary is higher than \$100,000:** Please see the enclosed letter, *Syracuse University Dependent Tuition Benefits*, for further details regarding tuition benefits. **(Enclose the letter from HR: *Syracuse University Dependent Tuition Benefits*)**]

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 Karen Morrissey, Executive Director, Human Resources Operations at Syracuse University (315-443-5462).

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/index.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.

FACULTY MANUAL

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, 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/>

PROMOTION

If the appointment is at the Associate Professor level, include the following paragraph:

Candidates for promotion to Professor will normally not be considered until they have completed four years in rank. [NOTE: **If applicable, include wording similar to the following:** 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 and how they are determined, and should reserve the University's right to modify those duties. Please add a paragraph that provides a description of initial teaching load, advising assignment, and administrative responsibilities as applicable. Also, include information describing how future teaching assignments will be made, i.e., by department chair/dean, as well as expectations for research or creative work. Because 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 20__ 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 (*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.]

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_, 20__*] 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.)

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 x 4690.

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 parking applications 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 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 US Citizens and only if appointee has not been employed during the prior year by Syracuse University.**)
Moving Expenses Policy
Tuition Benefits Statement [**only if salary is over \$100,000**]

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: _____