
DEPARTMENT CHAIR APPOINTMENTS revised 03/13

Appointments to Department Chair are sometimes made with special agreements and conditions. These are often appropriately included in appointment letters. Hence some departures from the following model letter may be appropriate.

An offer of a tenured appointment must be with the concurrence of the Chancellor and the Board of Trustees. In such instances, refer to letter #2 and adjust the first paragraph accordingly.

Dear _____:

TERMS

With the concurrence of Vice Chancellor and Provost Eric F. Spina, I am very pleased to offer you a ___-year appointment as Chairperson of _____ (department) and [a continuing appointment with tenure] as [Associate] Professor in the _____ (school/college) at Syracuse University. This is a full-time [tenure-track/tenured] position beginning _____, 20__.

[Insert a specific statement on salary and details of payment schedule and expectations of time to be spent in the department during the summer. For example: As Chair your annual base salary will be \$____. You will also receive a summer stipend equal to two-ninths of your academic year base salary for administrative responsibilities between July 1 and June 30 of each fiscal year.] Your salary in subsequent years will be determined following University guidelines.

At such time in the future that you may return to a regular faculty appointment at Syracuse, it is understood that, in addition to teaching and research responsibilities, you will be expected to serve as an advisor and that you will serve from time to time on committees of the (department, school or college) and University. **[If the person's salary is augmented in consideration of duties as Department Chair, describe the method by which the salary will be reduced upon completion of the appointment as Chairperson. For example:** Additionally, you will no longer receive an administrative summer stipend and your salary will be based on the normal 8.5 month academic year.]

EQUIPMENT COMMITMENTS

(If there are any set-up commitments from the school/college include 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 [college/school] 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.)**

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 tenure track 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, group home and auto insurance benefits immediately upon hire, as long as you satisfy the requirements of the applicable plan or policy.

[If appointed without tenure, include the following:

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).]

[If appointed with tenure include the following:

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. Details can be found at http://www.syr.edu/academics/office_of_academic_admin/faculty/new-faculty1/new_faculty_orientation.html. Additionally, the office hosts special events for Department Chairs during the academic year. 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 these valuable programs.

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/manual/index.html

Syracuse University policies may be found at <http://supolicies.syr.edu>

[If the candidate is hired with tenure eliminate the following paragraph:]

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].

PROMOTION

[If the position is full professor, eliminate the following paragraph:]

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 and how they are determined, and should reserve the University's right to modify those duties. Therefore, insert a paragraph giving a description of department chair responsibilities such as program management, supervision of staff & graduate students, new faculty mentoring and course scheduling. Also, indicate their initial teaching and advising assignment and how teaching assignments will be given, i.e., by 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 [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/ college) 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.]

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/college) 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 1-9 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 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,

[Dean/Department Chair]

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
Tuition Benefits Statement **[if position is tenured and salary exceeds \$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: _____