**EXTERNALLY FUNDED APPOINTMENT:**

**RESEARCH OR TRAINING GRANT**

**Since the circumstances of these appointments may vary, the terms, especially regarding compensation and benefits, need to be specified very carefully. See the accompanying statement on research faculty.**

Dear \_\_\_\_\_:

# TERMS

With the concurrence of Dean \_\_\_\_\_, Vice President for Research Gina Lee Glauser, and Vice Chancellor and Provost Eric F. Spina, it is my pleasure to invite you to accept the distinguished title and position of Research **[**Assistant/Associate**]** Professor in the \_\_\_\_\_\_\_\_. This appointment is offered to you in recognition of your professional accomplishments in research, and it has been endorsed **[**unanimously**]** by the faculty of \_\_\_\_\_\_\_. The initial appointment is for \_\_ years, beginning on \_\_\_\_\_ ,20\_, with an annual review **[**and reappointment**]** to be considered by the department chair and the dean. Continuation will depend on satisfactory progress as well as available funding. Criteria for reappointment and possible promotion will be similar to the research criteria for reappointments and promotions applying to the regular faculty position at the same level.

A research **[**assistant/associate**]** professor is not on the tenure-track. Time spent in this position does not accrue toward tenure, and it is not normally possible to move from this position into the tenure track at Syracuse University.

Compensation for research faculty members derives exclusively from funds marked for research and research grant(s). **(Describe the funding sources.)** Your **[**academic year base or 12 month**]** salary will be $\_\_\_\_\_\_. Depending upon the availability of sponsored funds, you may be paid up to that amount during [(the academic year and at the same rate for additional compensation during the summer) or (your 12 month appointment)]. Annual salary increments are subject to the normal procedures of the school and university and to the availability of sponsored funds. If you are the principal investigator on an award, you may recommend an increment that must be approved by the department chair and the dean. If you are salaried under an award to another member of the University, the principal investigator may make a recommendation for approval by the department chair and the dean.

You will report directly to [name of PI]. You will assist Professor XX on the research grant with responsibilities on (include summary of research).

As a research **[**assistant/associate**]** professor, you will have consulting privileges, subject to review through the usual mechanisms for faculty. You will be eligible for independent principal investigator status on research grants and you may act as the supervisor of record for postdoctoral research associates and technical personnel employed by research grants of which you are principal investigator. You may not serve as the research preceptor of record for undergraduate or graduate students, but you may participate in research supervision of students in cooperation with a regular faculty member of the University. You will have no teaching duties or responsibilities of service to the University, though you may, of course, volunteer to lecture on topics of interest to you and to participate in community efforts. If at such time that you perform any of the activities outlined above then your initial research faculty percent of effort will be adjusted.

**FACULTY MANUAL**

*The Faculty Manual* describes some of the University’s policies and procedures and can be referenced on the Provost website <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/policies_procedures/index.html>.

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

**EQUIPMENT COMMITMENT**

**(Use the following sentence on equipment commitments, if any, from the Dean)**

In support of your research program the (School/College) will provide **[ \_\_\_\_\_\_\_\_** equipment.**] (Specify computer or research equipment as negotiated.)**

# SPACE COMMITMENT

**(Use the following sentence on space commitments, if any, from the Dean or Office of Academic Affairs:)**

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

# BENEFITS

**(For Syracuse Retirees, please use this language:)**

Information regarding the benefits that are available to Syracuse University retired emeritus faculty and staff are available at the office of Human Resources or through the University’s website at <http://humanresources.syr.edu/benefits>. .

**(For all other new hires, please use this language:)**

Once you have been approved for grant funding and are receiving salary at a minimum of **[**62.5 %**] (for academic year appointments) [**50%**] (for 12 month appointments)** effort, you will be eligible for university benefits. After one year of qualifying service, the University will contribute on your behalf to a fully vested TIAA-CREF retirement account. After qualifying, your TIAA-CREF participation is effective the day all enrollment materials are completed and submitted to the Human Resources Service Center or on the date your academic-year appointment begins, whichever is later. You will receive all of the benefits within the compliance parameters of the benefit plans.

Details regarding the University's retirement plan, its medical insurance, and other benefits are available at the Office of Human Resources or through the University’s website at <http://humanresources.syr.edu/benefits/>. These benefits are subject to change under University policy. Within 31 days of your starting date, you will need to visit the Human Resources Service Center to enroll for those benefits you wish to receive. If you need further assistance regarding benefits, please contact the Human Resources Services Center at Syracuse University (315-443-4042).

**DEPARTMENTAL PLANS OR FUTURE CHANGES**

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

# I-9 REQUIREMENT (If the appointee has been previously employed by Syracuse University and has not had a break in service of more than one year, eliminate this 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 International Hiring 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 by August 15th.

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 315-443-2843 to schedule your personal “Onboarding” appointment and complete the necessary paperwork required for new employees (such as the I-9 and benefits forms, as well as a parking application).

**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 your presence in the department.

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.)**

Copied to: Department Chair or Dean

Office of the Vice Chancellor and Provost

Vice President Gina Lee Glauser

Christina Percoski, International Hiring Specialist **(If the faculty member is a Foreign National.)**

I accept the appointment as described above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_