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**ACADEMIC YEAR NON-TENURE TRACK APPOINTMENTS** revised 03/13

**These appointments are not intended to lead to a continuing appointment with tenure. If an individual is later appointed to a tenure-track position at Syracuse University, the years under a full-time non-tenure track appointment at Syracuse University are NOT credited toward tenure. The Department must state the specific duties in the appointment letter to clarify the appointee's full time faculty and/or benefits eligibility status.**

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

**TERMS**

With the concurrence of Dean \_\_\_\_\_ and Vice Chancellor and Provost Eric F. Spina, I am very pleased to offer you a \_\_\_\_\_-year non-tenure track appointment as [Assistant/Associate] Professor of \_\_\_\_\_ in the \_\_\_\_\_ at Syracuse University. This is a full-time position beginning August \_\_, 20\_\_ (**one week before the first day of class**) and ending May \_\_, 20\_\_ (**commencement**). Compensation will include a salary of \$\_\_\_\_\_ for the 20\_\_ - 20\_\_ academic year plus the benefits described below. [**If multiple-year appointment, add:** Your salary in subsequent years will be determined by the Dean following University guidelines.] This appointment is subject to renewal at the discretion of the University.

**(An explanation of this position is not necessary but is often very helpful to clarify the intent of the University.)**

[This appointment is available because a member of the department is on a one-year leave of absence.]

**Or:** [This appointment is offered for one year only so that the specialty of the person holding the position can be rotated to the advantage of the Department.] **Or:** [This appointment is available because there was insufficient time to conduct a full search following a faculty resignation. You are, of course, free to apply once the search has begun.]

*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](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](http://www.syr.edu/academics/office_of_academic_admin/faculty/index.html)

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

**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 at [http://www.syr.edu/academics/office\\_of\\_academic\\_admin/faculty/new-faculty1/new\\_faculty\\_orientation.html](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.

## **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.**

**Insert paragraph giving description of teaching, advising assignment, if any, and professional expectations.)**

The [department and/or school/ college] of \_\_\_\_\_ and the University value and reward quality teaching at all levels. Given that you will be actively engaged in professional activity, your teaching responsibilities for 20\_\_-20\_\_ will include\_\_\_\_\_. **(Or, if specific assignment has not been determined):** For the coming year, your teaching responsibilities will be those of all full-time faculty members in the [department/school/college] of \_\_\_\_\_, which currently includes \_\_\_\_\_ courses per semester. Your specific teaching responsibilities for the 20\_\_-20\_\_ academic year will be determined by \_\_\_\_\_ (name.)]

The academic year begins in August \_\_, 20\_\_, **(one week before the first day of class)** with the first day of classes on August \_\_, 20\_\_, and ends on the day of commencement, May \_\_, 20\_\_. Your colleagues in \_\_\_\_ (department/school/college) expect and look forward not only to your teaching contributions, but also to your role as an advisor and, from time to time, as a member of departmental, college, and university committee. Your duties may be adjusted over time by the (department/school/ college) as needs evolve.

**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 15<sup>th</sup> 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](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 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 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.**)

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: \_\_\_\_\_