

---

**RENEWABLE TENURE-TRACK APPOINTMENTS**      **Revised 03/13**

**A tenure-track appointment applies only to a full-time faculty position and requires a search and hiring plan authorized and approved by the Vice Chancellor for Academic Affairs. For an appointment of a foreign national (non-resident alien), visa considerations may affect employment eligibility; use this letter but note the change in the I-9 Requirement's section. If the department has any questions, please contact Christina Percoski, International Employment Specialist at x4690.**

---

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/Associate] 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\_\_-20\_\_ academic year plus the fringe benefits available to eligible faculty members. [*For 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.

**EQUIPMENT COMMITMENT**

**(If there are any set-up commitments 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 [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.**)

## **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.)**

To assist with your research program the \_\_\_\_\_ (name of department or college providing the support) 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 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, 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](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](http://www.syr.edu/academics/office_of_academic_admin/faculty/manual/index.html) *The Faculty Manual*, subject to change under University policy and as 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](http://www.syr.edu/academics/office_of_academic_admin/faculty/manual/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 1<sup>st</sup> 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](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. Spring start dates should begin the count in the upcoming fall semester.**].

## **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 and 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 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 (*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 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 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 ext 1 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 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: \_\_\_\_\_