Offer Letter – Tenure Track Faculty

Dear :

On behalf of the Dean of the College of Technology, I am pleased to offer you an appointment as an of to begin with an initial [Click **here** and type either academic or fiscal] year salary of . This offer is contingent upon approval of the Provost. In your case, we have every reason to believe that this approval will be forthcoming.

This is a tenure track appointment and we have every hope and expectation that you will attain tenure at Purdue University. The probationary period for tenure begins on August XX, XXXX (or whatever date is appropriate) with an initial four year contract.  Your progress towards tenure will be evaluated in your third year. With acceptable progress at that time, and continued acceptable progress, your contract will be extended in one or two year increments through the remainder of your probationary period.  The maximum probationary period before granting tenure is [Click here and type seven, four or three (according to position and/or rank)] years.

This rank and salary are stipulated on the assumption that you have completed all of the requirements for the Ph.D by the time you join us. If the Ph.D. requirements have not been completed, your title will be “Visiting Instructor”.

This offer is contingent upon a background check conducted on all positions at Purdue University. You will be contacted via email by a company named HireRight. Please respond promptly with the requested information.

This offer is contingent upon your eligibility to work in the United States. Prior to your first day of work, you must complete Section 1 of the U.S. Citizenship and Immigration Services’ Form I-9, Employment Eligibility Verification. To access the electronic form, visit the Purdue University payroll site at [www.purdue.edu\Payroll](http://www.purdue.edu/Payroll). Click the link titled, “Electronic I-9 for new hires/rehires,” login and complete Section 1 of the Form I-9. After completing Section 1, you will be provided a list of acceptable documents. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department on your first day of employment. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the specified time period. You should report to the Business Office on your first day of employment to obtain necessary paperwork, including completion of a direct deposit form which requires a voided check or bank verification form that includes bank account number and ABA Transit Routing Number.

**Compensation and Benefits**

Your base academic year (AY) salary will be $(Salary) paid in 10 installments during the academic year (salary distributed over 9 months with partial payments in August and May and full payments September to April).

Purdue Faculty who are on academic year appointments are able to earn additional salary above their AY salary through summer session teaching or research. Teaching or discretionary funds can provide additional salary of up to 10 weeks. Research grants can provide up to 12 weeks, depending on availability of funds and the regulations of the funding agency. Additional information regarding summer salary can be found at: <http://www.purdue.edu/provost/documents/Summer%20Session%20Guidelines%202012.docx>

In addition to the salary, Purdue University provides a generous fringe benefit package that includes retirement benefits as well as major medical, disability and life insurance. The University provides a 403(b) defined contribution retirement plan administered by Fidelity Investments, and you will be eligible for university-funded contributions immediately. Upon hire, the University will contribute an amount equal to 10 percent of your annual salary (and summer earnings) to the 403(b) plan, and you will be required to contribute 4 percent of your annual salary (and summer earnings) to Purdue’s 401(a) defined contribution retirement plan. Voluntary savings options are also available upon hire. Purdue University’s benefit package is summarized at: [www.purdue.edu/hr/Benefits/](http://www.purdue.edu/hr/Benefits/)*.* The Faculty and Staff Handbook, which is updated annually, is also available online at [www.purdue.edu/faculty\_staff\_handbook/](http://www.purdue.edu/faculty_staff_handbook/)

As an academic year employee, you will be entitled to vacation when classes are not in session. The seven-calendar-day period before the first day of classes each semester and the period between the end of classes and the final date for submitting grade reports each semester are not considered vacation.

**Start Up Package Information**

You will receive a startup package in the amount of . Startup funds can be used for graduate research assistantships, travel, summer salary or equipment in support of developing your research. These funds are chargeable for fringe benefits and should be taken into account as you develop your spending plan. Please collaborate with me as you develop this plan. It is expected that the start-up package will be utilized within three years of your employment. A fourth year is possible with justification and approval. Carry forward beyond the fourth year will not be approved.

**Moving Allowance**

In order to assist you with your relocation to Purdue, you will be provided a moving allowance of $(insert amount). This lump-sum payment represents taxable income and taxes will be withheld from the payment. If these funds are used for qualified moving expenses per current Internal Revenue Service guidelines, income taxes withheld may be recovered on your tax return. You will need to retain your receipts from the move to use in completing your tax return. Please consult your tax advisor. The procedures and available discount options associated with this allowance will be sent to you under separate cover once an acceptance has been received.

**Start Date of Employment**

You should plan to attend the faculty and staff meeting to be held on .

## Teaching Schedule and Office Hours (see alternative Provost language below)

Your anticipated teaching schedule . It should be noted that teaching schedules are subject to change as we react to various enrollment trends and conflicts that become apparent as the semester approaches. You may also be asked to substitute for other instructors from time to time. The department/school head has the responsibility of maximizing University resources to meet the needs of the school. This may result in changes to your work assignment. Of course, the department/school head will consult with you regarding such changes to the maximum extent possible, but the final decision regarding work assignments will be made by the department/school head.

## Other Employment Conditions

Additional employment conditions follow:

1. Faculty are expected to report for duty one-week prior to the beginning of each semester.
2. Faculty are expected to be available for duty through the final date for submitting grade reports for each semester.

## Renewal of Appointment

An annual review is held to consider tenure and promotion progress. Faculty contracts are renewed based upon performance and progress toward tenure and promotion.

As a member of the Faculty of Purdue University, you will be subject to all Purdue University policies. Please note the documents referenced on the “Appointment to the Faculty” form; plus, some additional information may be viewed at the following Web addresses:

* B-4 “Political Activities” [www.purdue.edu/policies/ethics/**b**-**4**.html](http://www.purdue.edu/policies/ethics/b-4.html)
* B-48 “Principles and Policies for Academic Freedom, Responsibilities and Tenure, and Procedures for Termination of Faculty Appointments for Cause”: [www.purdue.edu/policies/human-resources/**b**-**48**.html](http://www.purdue.edu/policies/human-resources/b-48.html)
* B-50 “Terms and Conditions of Employment of Faculty Members”: [www.purdue.edu/policies/human-resources/**b**-**50**.html](http://www.purdue.edu/policies/human-resources/b-50.html)
* C-26 “Employment Period for Academic-Year Staff”: [www.purdue.edu/policies/human-resources/**c**-**26**.html](http://www.purdue.edu/policies/human-resources/c-26.html)
* I.A.1 “Intellectual Property”: [www.purdue.edu/policies/academic-research-affairs/ia1.html](http://www.purdue.edu/policies/academic-research-affairs/ia1.html).

## To Accept this Offer …

Please indicate your acceptance of this position by signing in the space below. In addition to returning the original signed contract, please include a signed copy of this letter in the stamped, self-addressed envelope by .

If you have any questions, please contact me at or on the Internet at .

The faculty join me in welcoming you to the department and look forward to working with you. We trust that it will be rewarding.

Sincerely,

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Acceptance Signature Date

Enclosures: Contract

Form I-9 List of Acceptable Documents

Stamped, Self-Addressed Envelope

cc: College of Technology Business Office

***Optional language if necessary:***

**H1-B Visa Not Yet Received**

This rank and salary are stipulated on the assumption that you will have obtained an H1-B visa. Until you receive an approved H1-B visa, your title will be *“Visiting Professor”* and fringe benefits will be applicable to a visiting appointment. Upon approval of the H-1B status, your title will become *“Assistant Professor/Associate Professor/Professor”*. However, your tenure clock will still begin at the start of the 20XX-20XX academic year, which is (insert date). For legal reasons, tenure cannot be awarded to a faculty member until he or she has received permanent residency.

**Tenure language:**

* Shortened Tenure Clock – Your appointment as Assistant Professor makes you eligible for tenure consideration. The maximum total probationary period before granting tenure is seven years. In your particular case, your previous appointments will be considered as (insert number) years’ prior probationary service. Thus, your maximum probationary service at Purdue will be (insert years) years, with tenure to be considered at the latest during the (insert date) academic year. Your initial employment contract will be for a period of (insert years) years, beginning (insert date), and ending (insert date).
* Insert sentence specifying the tenure home Department if a split appointment.
* Delayed Tenure clock: Due to the effective date of your employment being after January 1st, your tenure clock start date will be delayed until the beginning of the next academic year. Your appointment as Assistant Professor will be reviewed after three years from the start of the tenure clock, with a maximum probationary period, before granting tenure, of seven years after the start of the tenure clock. Your tenure will be considered at the latest during the (Academic Year) academic year. Your initial employment will be for a period of four years, beginning (Start Date of Contract) and ending (End Date of Contract).

**Responsibilities** Your initial responsibilities will involve discovery, learning and engagement in (Area of Research) as well in other areas that you may deem appropriate based upon the fertile collaborative environment afforded by Purdue. The standard teaching requirements include (Standard Course Load) courses per year. The department/school head has the responsibility of maximizing University resources to meet the needs of the school. This may result in changes to your work assignment. Of course, the department/school head will consult with you regarding such changes to the maximum extent possible, but the final decision regarding work assignments will be made by the department/school head.

**Mentoring Statement** As an Assistant (Associate) Professor in the Department of XXXX, your continued growth as a scholar is very important to us. To this end, you will have access to a mentoring program individually designed to provide you with feedback on your work and support for your academic career.