

Resource 9-1: Offer Letter Checklist

Extending a job offer is a very important step in the hiring process and should be well thought out and organized. The unit administrator and/or dean will collaborate to negotiate the compensation package with the preferred candidate. The goal is to gain acceptance from the top candidate but ensure an equitable and fair salary structure with current faculty.

Key components of a faculty offer letter may include:

- Title series and rank
- Approval by the provost and Board of Trustees (e.g. appointment is subject to provost and Board of Trustee approval)
- Information regarding appointment
 - Primary college appointment and (if applicable) courtesy appointment college
 - Academic assignment (e.g. 9-month, 12-month)
 - List of applicable administrative duties, in addition to academic appointment
- Tenure eligibility
- Distribution of efforts
 - Percentage breakdown among responsibilities
 - Outline of teaching load
 - May also include verbiage to expand upon primary and secondary responsibilities
- Salary
 - Include an annualized salary, as well as verbiage that describe salary being paid on a monthly basis
 - Additional verbiage concerning salary review on a yearly basis, through the merit system
- Service basis
 - Length of appointment
 - Whether the appointment is termed or continuous
 - Reappointment evaluations and how often these occur
- Summer research support
- Dedicated space
 - Research and office space
- Moving expenses
- Information concerning benefits and vacation time including appropriate links
 - Number of vacation days offered per year
- Additional contract terms
 - Startup funds
 - Additional staff provided to support research and other endeavors
- Pre-employment screening and I-9 information
 - Include information on contingency of offer based on pre-employment screening
 - Also include information on contingency of offer based on eligibility to work in the United States
- Dates
 - Start date of appointment
 - Deadline date for offer – detail on how long offer will remain in effect