Date

Name

Address

Dear \_\_\_\_\_\_\_\_,

I am pleased to offer you an appointment at Cleveland State University as a Visiting \_\_\_\_\_\_\_\_\_\_ position in the Department of \_\_\_\_\_\_\_\_in the College of \_\_\_\_\_\_ beginning on August \_\_\_, 20\_\_\_ through May \_\_\_, 20\_\_\_. This is not a tenure track position. Visiting appointments shall be made for one (1) year, with the possibility to be renewed twice for one (1) additional year each, for a total of three (3) years. Your academic year salary will be $\_\_\_\_\_\_\_\_\_. This offer is contingent upon the successful completion of a background check and verification of your highest earned degree. Please send an official copy of your transcript including your highest degree awarded to \_\_\_\_\_\_\_\_. A contract will be processed once verification is received.

The University will assist with relocation expenses for one move, at the time of initial employment, from outside the Greater Cleveland area (outside of a 50 mile radius) to a point within the Greater Cleveland area. Upon presentation of original receipts and the start of full-time employment at the University, up to $\_\_\_\_\_\_ will be reimbursed for moving expenses from the college. Due to the change in federal tax law, all moving expense reimbursements are considered taxable income effective January 1, 2018. Reimbursement will not be made if the reimbursement request and accompanying receipts are submitted more than 180 days after the commencement of on-site employment. For additional information, please review the [Moving Expense Guidelines](https://www.csuohio.edu/sites/default/files/Moving_Expense_Guidelines_Controller%27s_Office_2021-01-014.doc.pdf) and the [Moving Expense Reimbursement Process.](https://www.csuohio.edu/sites/default/files/Moving%20Allowance%20Reimbursement%20Process.pdf)

You are expected to perform teaching and appropriate academic programmatic advising duties in accord with established requirements of the University and of the particular college to which you are assigned, including, if applicable, supervision of thesis and/or dissertation students; to pursue professional development through interest in professional groups and societies; to counsel students; to assist at registration and commencement exercises; to maintain regular office hours; to serve on University, college and department committees; and to perform other institutional tasks characteristic of the academic profession. All full-time faculty members shall be available for service at the university throughout the academic year.

Faculty who are active in productive and assessable scholarship/research /creative activity, and/or University or professional service (including service to the community) are normally assigned responsibility for \_\_\_\_ teaching credits per academic year. Your teaching load may require you to teach up to \_\_\_\_ credits per semester. Your tentatively assigned courses for 20\_\_-20\_\_ will be: \_\_\_\_\_\_\_\_ courses in fall and \_\_\_\_\_\_\_\_ courses in spring.

This position requires teaching on-campus courses. In addition, you may be assigned to teach off-campus, evenings, weekends, and via distance learning technology, depending upon student need for the delivery of instructional services.

Full-time visiting faculty positions must comply with University policies and state ethics laws for all outside employment during the academic year.

You are eligible for all University benefits as a full-time employee. Your benefit coverage will be effective on the first day of your appointment date. Although faculty appointments are for a nine-month period, employee benefits are provided annually for a twelve-month period from the effective date of the initial full-time appointment and each succeeding renewal of your appointment. Additional information regarding benefits at Cleveland State University can be found at <https://mycsubenefits.com/enrollment-overview/>.

To complete the remaining documents required to establish your employment, you will be sent a link from The Department of Human Resources to complete onboarding documents. These documents include Ethics and Fraud Reporting, SSA-1945, State Teachers Retirement System (STRS) form, information regarding policies and procedures at CSU and the I-9 Instructions Sheet and Form I-9.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document (Form I-9) upon hire. Accordingly, this offer is contingent upon verification of identity and eligibility to be employed in the United States. You must complete Section 1 of the Form I-9 by the first day of employment. Within three business days of your first day of employment, you must present documentation sufficient to verify Section 2 of the Form I-9 to Human Resources located in the Administration Center at 2300 Euclid Ave. Suite 113. This information will also be collected during Orientation.

Should you need an H-1B visa, Cleveland State University will assume responsibility for making the necessary application. You are responsible for informing the Chair/Director of \_\_\_\_\_\_\_\_\_\_\_\_ that you need assistance with your immigration status.

To be eligible to begin your employment by August \_\_, 202\_\_, you will need to have a valid immigration status with an appropriate work authorization.

• If you are currently in an F-1 status and completing your degree from a SEVIS-approved school, your current degree-granting university can help you file for Optional Practical Training (OPT) based on your current F-1 status (3-5 months processing with USCIS).

• If you are currently in a J-1 status and completing your degree, your current institution can help you file for Post-completion Academic Training (AT) (they can typically process within a few business days).

As an incoming faculty member, you are expected to attend the New Faculty Orientation sponsored by the Center for Faculty Excellence and the Office of the Provost, where you’ll receive important information regarding your employment with CSU, including benefit and retirement information, teaching essentials and system overviews. Typically, orientation is held on Monday and Tuesday the week prior to the start of classes. Additional information will be sent to you via email.

This appointment is subject to and incorporates by reference all applicable state and federal laws and all rules of Cleveland State University as adopted and from time to time hereafter amended by the Board of Trustees.

Please sign and date this letter to signify your acknowledgement and acceptance of the proposed contractual agreements and return within two weeks. Please keep a copy for your files. Upon receipt of your acceptance and your official transcript, a formal contract will be processed and sent to you.

The Department of \_\_\_\_\_\_\_\_\_ hopes that you will accept this offer. We welcome a scholar and teacher of your merit and look forward to you joining the University. On behalf of the faculty and myself, we extend our best wishes.

Sincerely,

\_\_\_\_\_\_\_\_, Chair/Director

cc: \_\_\_\_\_\_\_\_\_, Dean and Professor

 \_\_\_\_\_\_\_\_\_, Associate Dean and Professor

\_\_\_\_\_\_\_\_\_, President, CSU-AAUP

 \_\_\_\_\_\_\_\_\_, Budget Officer

I agree to the terms of the above Letter of Intent.

Signature: Date: