**SAMPLE LETTER OF INTENT: ASSISTANT COLLEGE LECTURERS/PROFESSORS OF PRACTICE**

**[Be sure to print the final LOI on the appropriate letterhead]**

Date

New Faculty Name

inside address

Dear [NAME OF NEW CSU FACULTY MEMBER]:

The faculty of the Department/School of [INSERT NAME OF DEPT/SCHOOL] and I as Chair/Director, along with the Dean of the College of [INSERT NAME OF COLLEGE], are pleased to recommend to the Provost and President that you be offered a contract as an Assistant College Lecturer in the Department/School of [INSERT NAME OF DEPT/SCHOOL] at Cleveland State University. The appointment is for the academic year 20xx-20xx, beginning on August xx, 20xx through May xx, 20xx. Your recommended academic year salary will be $[INSERT SALARY]. This position is not eligible for tenure. This position may be renewable annually, subject to the provisions in Article 12.2 [or 12.3 FOR PROFESSORS OF PRACTICE] of the faculty collective bargaining agreement. College lecturers who are reappointed after a successful sixth year review are promoted to associate college lecturer.

In addition, please note the following:

1. Upon presentation of original receipts and the start of full-time employment at the University, up to $1,500 will be reimbursed by the Provost’s Office for moving expenses. 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 request for reimbursement and accompanying receipts are submitted more than 180 days after the commencement of on-site employment.
2. A new computer will provided.
3. You are eligible for all University benefits as determined by the Human Resources Department.
4. Your major responsibility will be to teach [INSERT NAME AND COURSE NUMBER OF ASSIGNED FALL AND SPRING COURSES] Your teaching load will be up to 16 credit hours (normally four or five courses at three credit hours each) per semester. As requested, you will be asked to participate in service to the department.
5. An additional condition of your employment is that, in addition to teaching traditional on-campus courses, you may be assigned to teach off-campus, evenings, weekends, and via distance learning technology, depending on the student need for the delivery of instructional services and subject to institutional policies.
6. The tenure-track faculty at Cleveland State are represented for purposes of collective bargaining by the American Association of University Professor. Your status as a non-tenure track college lecturer faculty member means that you will become a member of the bargaining unit if you are appointed to a fifth year of service after completing a fourth year review. You are free to choose whether or not to join the union as an active member. For more information, the collective bargaining agreement is posted at: <http://csu-aaup.com/New%20folder/AAUP%202017-2020%20Contract.pdf>.
7. In the event of a conflict between any employment documents and institutional policies, institutional policies control.
8. This offer is dependent upon the following documentation:
9. Effective January 1, 2005, a new federal law went into effect requiring public employers to provide newly-hired employees with information regarding the effect that their government pension may have on future Social Security retirement benefits. Please review the enclosed material, sign and date the “Statement Concerning Your Employment in a Job Not Covered by Social Security,” and return the Form with this Letter of Intent (please note that the “Employee ID#” is your social security number).
10. Verification of your highest earned degree. A contract will not be processed until such verification is received.
11. This offer is dependent upon employment eligibility (I-9 Form) at the time your contract begins—August 17, 2020.  Please find enclosed with this letter some information relevant to the I-9 Form. Please do not complete the I-9 Form until you arrive on campus. The attached document is for informational purposes only.

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 [INSERT NAME OF DEPT/SCHOOL] that you need assistance with your immigration status. The Chair/Director will contact CSU’s Center for International Services and Programs (CISP) as soon as possible via email [employeevisas@csuohio.edu](about:blank) or via phone 216-687-3910.  Given the current lengthy federal processing period for these change of status applications, it is unlikely the application will be approved by August 21.  Therefore, in order to be eligible to begin your employment by August 17, 2020, you will need to have a valid immigration status with an appropriate work permission.

* If you are in 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 in J-1 status and completing your degree, your institution can help you file for Post-completion Academic Training (AT) (within a few business days).
* If you are in a different immigration status, please work with the CISP for assistance.

Two copies of this letter are enclosed. Please sign and date the original copy of this letter to signify your acknowledgement and acceptance of the proposed contractual agreements and return it to me by [INSERT REASONABLE DATE – TYPICALLY NO LONGER THAN TWO WEEKS]. The second copy is for your files. Upon receipt of your acceptance, a formal contract will be processed and sent to you. I look forward to your joining our faculty and contributing to the educational development of our students.

Sincerely,

Chair/Director, [INSERT NAME OF DEPT/SCHOOL]

cc: Dr. xxx, President, CSU-AAUP, c/o Department of xxx

xx, Budget Officer, College of xxx

Dr. xxx, Dean, College of xxx

Dr. Jianping Zhu, Provost and Senior Vice President for Academic Affairs

Enc. Information about Social Security

Information about the I-9 Form

I agree to the terms of this Letter of Intent.

Signature Date