**SAMPLE LETTER OF INTENT: TENURE-TRACK INSTRUCTOR**

**[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 **Instructor** 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]. Upon the successful completion of all of the requirements for the Ph.D. and the provision of verification of such degree, you will be promoted to Assistant Professor with a pro-rated salary of $[INSERT SALARY HERE]. Your promotion-tenure decision date will be on or before April 15, 20xx. (OR: 20xx or 20xx depending on the number, if any, of years waived spent as an Instructor). The election of credit for a maximum of two years spent as an Instructor must be made in writing to your Department Chair/School Director and the Dean at the time you are promoted to the Assistant rank.

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. The College of [INSERT NAME OF COLLEGE] will grant you a one course release during your first three years at Cleveland State University to be used at a time mutually agreeable to you, the Department Chair/School Director and the Dean.

1. Articles 24-26 of the CSU-AAUP contract provide that each tenure-track faculty member may apply for funding to support professional development activities during the period the contract remains in effect. The current faculty Collective Bargaining Agreement expires on August 15, 2020 and continuation of this provision is subject to renegotiation of the successor contract.

1. The Office of the Provost will allot $ [INSERT AGREED UPON START-UP VALUE] in start-up monies, for support of your research/curative activity on

[ADD SHORT DESCRIPTION OF THE NEW CSU FACULTY’S RESEARCH

AREA]. The University will establish an account for these funds, and the monies are to be encumbered or expended in your first three years at Cleveland State University. Please note that any equipment-materials purchased with these funds remain the property of the University. The account will be activated upon completion of the Ph.D. requirements and appointment to Assistant Professor rank.

1. A new computer will be provided.
2. You are eligible for all University benefits as determined by the Department of Human Resources
3. For promotion and tenure, there is an expectation that you will demonstrate an active program of seeking external funds/grants as appropriate to the discipline. [NOTE: colleges sometimes offer here incentives to win grants—be sure to include the correct standards here].
4. Criteria for promotion and tenure will include [INSERT any college and department/school specific criteria should be used here]:

* 1. Scholarly research - demonstration of significant scholarly work beyond your dissertation such as: 1. . .2….
  2. Teaching - Evidence of being a fully competent teacher as

supported by evidence including:

* + 1. summaries of student evaluations.
    2. peer review of teaching
    3. documentation of student outcomes, student work, curriculum development, independent study/graduate thesis supervision, and advising
  1. Service
     1. departmental service
     2. membership on college or university committees.
     3. community involvement in professional organizations, lectures, seminars, etc.

Please refer to the faculty collective bargaining agreement for additional information.

1. Your teaching load may require you to teach up to 12 credits per semester.

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 15-16 credits (five courses) per academic year. Your tentatively assigned classes for 20xx-20xx will be: fall [INSERT FALL CLASSES] and spring [INSERT SPRING CLASSES].

1. An additional condition of your appointment is that, in addition to traditional on-campus courses, 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 and subject to conditions expressed in the CSU-AAUP Collective Bargaining Agreement.

1. The tenure-track faculty at Cleveland State University are represented for purposes of collective bargaining by the American Association of University Professors. You are free to choose whether or not to join the union as an active member. For your information ,the collective bargaining agreement is posted at: <http://csu-aaup.com/New%20folder/AAUP%202017-2020%20Contract.pdf>

1. In the event of a conflict between any employment documents and the terms and conditions of the faculty collective bargaining agreement, the faculty collective bargaining agreement controls.

1. This offer is also dependent upon the verification of your highest earned degree. Please send an official copy of your transcript including your highest degree awarded to [INSERT NAME OF CHAIR OR DIRECTOR]. A contract will not be processed until such verification is received.
2. 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.

1. Effective January 1, 2005, federal legislation 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 Form "Statement Concerning Your Employment in a Job Not Covered by

Social Security." Please return this Form with this Letter of Intent. (Note that the "Employee ID# is your social security number.)

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.

The Department [SUBSTITUTE SCHOOL WHEN APPROPRIATE] of [INSERT DEPT/SCHOOL NAME] hopes that you will accept this offer. We welcome a scholar and teacher of your merit and look forward to you joining this faculty. On behalf of the faculty, I extend their and my best wishes.

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

Teri Kocevar, Director, Sponsored Programs and Research Services

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