Default Unofficial Letter of Offer

Date

Candidate Full Name

Home Address

City, State Zip

Dear First name,

We are delighted to offer you a tenure-track position in the Department of XXX at the University of Oregon. I am writing to summarize informally the details we have discussed on the phone and via email.

Should you accept this offer, we will recommend to the Dean of the College of Arts and Sciences and to the Provost that your appointment be at the rank of Assistant Professor with an annual base salary beginning at $XX,000. You will also receive the university’s standard benefits package, including a choice of health, dental, vision, and retirement plans.

Your tenure-related appointment will commence on September 16, 2016, two weeks prior to the beginning of fall term classes. You will receive an initial three-year contract (through 6/15/2019). Each year you will receive an annual review from your department head, except in the third year, when you will receive a major contract review to determine the quality of your work and your progress toward the compilation of a successful case for promotion and tenure. Given a positive review, your contract will be renewed for three more years, with the tenure review occurring in the academic year 2021-2022. A decision regarding promotion to associate professor with indefinite tenure will be required by 6/15/2022.

Our standard teaching load for all faculty in unit is X courses per year distributed over the graduate and undergraduate levels. Fill this paragraph out with department-specific details about teaching and schedules, including course release; e.g. You will be given XX course release(s) before tenure to allow more time for research, scheduled in consultation with the Department Head.

For summer 2016, we can provide you with a half-time summer-bridge position with full health insurance coverage starting on July 1, August 1, or September 1 through September 15, in each case provided that your employment begins and you enroll for your health insurance benefits no later than the last business day of the immediately preceding calendar month. This summer-bridge position and health insurance are only available to you once you are in residence in Eugene, so I encourage you to plan your summer and your move with this in mind. Primary responsibilities of your summer-bridge position will be conducting your research and preparing for your teaching responsibilities in the upcoming academic year.

Currently, faculty members in the College of Arts and Sciences receive an annual Academic Support Account (ASA) award of $1,500. During your first year, you will also have at your disposal up to $2,500 for the purchase of a computer, printer, and appropriate software, and other equipment of your choice. (This amount may be supplemented, if need be, from your Academic Support Account or other research funds related to your appointment.) In addition, you will be eligible to receive a New Junior Faculty Research Award in the amount of $2,000. This award is provided by the Office of the Vice President for Research and Innovation to junior faculty as they establish their research activities at the university. All University of Oregon faculty have access to membership in the National Center for Faculty Diversity and Development ([http://www.facultydiversity.org](http://www.facultydiversity.org/)), and new junior faculty will be offered funding for participation in the organization’s mentoring boot camp, an extraordinarily successful program of support and information for faculty balancing scholarship, teaching, service, and their personal lives. Tuition to attend one boot camp will be available to you until you receive tenure.

In subsequent years, you may apply for internal competitive grants—such as research and teaching fellowships from the Vice Provost for Research and Innovation, the Center for the Study of Women and Society, the College of Arts and Sciences, and the Oregon Humanities Center—and for external research funding.

We will be in touch with you about your computer choices if you would like these to be ready for you when you arrive. Faculty in the Department of XXX are currently eligible for up to $X,000 in conference travel funds from the department each year. We will also make available up to $X,000 for expenses related to moving, including a house-hunting trip to Eugene. Because reimbursements for moving expenses paid to you through UO payroll may be subject to federal income tax, I would encourage you to speak with your own tax advisor before making your moving arrangements. Please also consult with Name (email address and phone number), the Department Manager for unit, for information regarding movers who work with the UO and with whom the UO has direct billing arrangements.

The University of Oregon provides a generous benefit program which is described on the Human Resources’ website: <http://benefits.uoregon.edu/>. If you have any specific questions, we can put you in touch with our benefits office.

This position is subject to the collective bargaining agreement (CBA) between the University and United Academics. Consistent with Article 6 of the CBA, this position is also subject to “all duly adopted administrative rules, policies and procedures” of the University, which includes all published unit-level policies. To the extent the CBA or the University’s underlying policies, rules or procedures are changed, deleted, or otherwise amended, this position is subject to those amendments. Please note that the University is currently in the process of implementing the CBA. This process may include amendments to college/school and unit policies and procedures that impact the terms and conditions of employment for this position.

If you accept these terms, please print, sign, and return a copy of this informal offer letter to me by scanned PDF or FAX. We are very pleased at the prospect of having you join us, and we look forward to your arrival. There is great interest in your work in [areas of expertise], and faculty here are eager to greet you as a colleague. We anticipate a long and productive research program and an exciting teaching career for you at the University of Oregon.

Sincerely,

Signature

Name

Rank and Head of Unit

cc. Doug Blandy, Senior Vice Provost for Academic Affairs

W. Andrew Marcus, Interim Dean, College of Arts and Sciences

Appropriate Divisional Dean

Gordon Taylor, Associate Dean for Finance and Administration, College of Arts and Sciences

Department Manager, Department

I hereby agree to the terms of this letter, and will commence my employment at the University of Oregon by September 16, 2016.



Candidate’s Name Date

Substitute Text for Non-Default Letters

First year LWOP for end of paragraph 2

If you receive a postdoctoral fellowship in the next few months, you may request a leave without pay and take up your appointment at Oregon on September 16, 2017.

Arrival with credit toward tenure:

1 year prior credit:

You will receive an initial three-year contract (through 6/15/2019). The contract will reflect the fact that you have been credited with one year of prior service toward the tenure decision. In the third year of the contract (2018-19) there will be a major review to determine the quality of your work and your progress toward the compilation of a successful case for promotion and tenure. Given a positive review, your contract will be renewed for two more years, with the tenure review occurring in the academic year 2020-2021. On this clock, a decision regarding promotion to Associate Professor with indefinite tenure will occur by 6/15/2021.

However, you have the right to wait until your sixth year of employment to stand for promotion and tenure. On this clock, given a positive review, your contract will be renewed for three more years, with the tenure review occurring in the academic year 2021-2022. A decision regarding promotion to Associate Professor with indefinite tenure will be required by 6/15/2022. On either time line, the emphasis will be on your most recent five years of publications and scholarly activity for the purpose of the evaluation.

2 years prior credit:

You will receive an initial two-year contract (through 6/15/2018). The contract will reflect the fact that you have been credited with two years of prior service toward the tenure decision. In the second year of the contract (2017-2018) there will be a major review to determine the quality of your work and your progress toward the compilation of a successful case for promotion and tenure. Given a positive review, your contract will be renewed for two more years, with the tenure review occurring in the academic year 2019-2020. On this clock, a decision regarding promotion to Associate Professor with indefinite tenure will occur by 6/15/2020.

However, you have the right to wait until your sixth year of employment to stand for promotion and tenure. On this clock, given a positive review, your contract will be renewed for three more years, with the tenure review occurring in the academic year 2021-2022. A decision regarding promotion to Associate Professor with indefinite tenure will be required by 6/15/2022. On either time line, your most recent five years of publications and scholarly activity will form the primary research record for the purpose of the evaluation.

More than 2 years prior credit

There are many complications when a TTF is hired with more than two years prior credit toward tenure. We recommend that heads begin with the relevant scenario below but work closely with their associate dean to clarify contract and renewal dates and potential conflicts and confusions.

3 years prior credit:

You will receive an initial two-year contract (through 6/15/2018). The contract will reflect the fact that you have been credited with three years of prior service toward the tenure decision. In the second year of the contract (2017-18) there will be a major review to determine the quality of your work and your progress toward the compilation of a successful case for promotion and tenure. Given a positive review, your contract will be renewed for one more year, with the tenure review occurring in the academic year 2018-2019. On this clock, a decision regarding promotion to Associate Professor with indefinite tenure will occur by 6/15/2019.

However, you have the right to wait until your sixth year of employment to stand for promotion and tenure. On this clock, given a positive review, your contract will be renewed for three more years, with the tenure review occurring in the academic year 2021-2022. A decision regarding promotion to Associate Professor with indefinite tenure will be required by 6/15/2022. On either time line, your most recent five years of publications and scholarly activity will form the primary research record for the purpose of the evaluation.

4 years prior credit:

You will receive an initial two-year contract (through 6/15/2018). The contract will reflect the fact that you have been credited with four years of prior service toward the tenure decision. You will stand for tenure in 2017-18. On this clock, a decision regarding promotion to Associate Professor with indefinite tenure will occur by 6/15/2018.

However, you have the right to wait until your sixth year of employment to stand for promotion and tenure. On this clock, the tenure review will occur in the academic year 2021-2022. A decision regarding promotion to Associate Professor with indefinite tenure will be required by 6/15/2022. On either time line, your most recent five years of publications and scholarly activity will form the primary research record for the purpose of the evaluation.

5 years prior credit and tenure process during first year on campus

You will receive an initial one-year contract (through 6/15/2017). The contract will reflect the fact that you have been credited with five years of prior service toward the tenure decision. You will stand for tenure in 2016-17. On this clock, a decision regarding promotion to Associate Professor with indefinite tenure will occur by 6/15/2017.

However, you have the right to wait until your sixth year of employment to stand for promotion and tenure. On this clock, given a positive review, your contract will be renewed for three more years, with the tenure review occurring in the academic year 2021-2022. A decision regarding promotion to Associate Professor with indefinite tenure will be required by 6/15/2022. On either time line, your most recent five years of publications and scholarly activity will form the primary research record for the purpose of the evaluation.

Expedited tenure before first year on campus

We will undertake an expedited process to evaluate tenure at the University of Oregon. We anticipate that it will be completed by December 15, 2016, at which time (assuming tenure is recommended) you will be offered a contract as Rank with indefinite tenure effective December 16, 2016.