

## Content to Be Included in Faculty Appointment/Offer Letters Guidelines

**The Provost/VP for Academic Affairs must approve any offer letter prior to sending the letter to the candidate.** Additionally, the Provost/VP must approve any recommendation granting credit toward promotion and/or tenure for a candidate's prior experience **prior to discussion with the candidate** (see below). A sample offer letter for faculty is available on the HR website under "Manager Forms": <https://www.isu.edu/hr/forms/>.

**As of October 2012**, Chair/UBO/Dean approval required on all offer letters before it is forwarded to Academic Affairs and HR Consultant. Academic Affairs will be the final approval. Approvals/signatures denote certain verifications:

- Chair
- UBO: Verifies funding availability, Employee Requisition (ERF) approval, PCN availability, affirmative action approval.
- Dean/Executive Dean/Director: Verifies offer letter meets the department/college/university's mission and workload policies.
- HR Consultant: Verifies corrections to ERF approvals and all legal/institutional requirements.
- Academic Affairs: Reviews academic appointment, rank, and any special concessions (P&T credit, etc.).

The official Letter of Offer is to be sent to the faculty candidate by the College Dean (or equivalent). The chair may be a co-signer on the dean's letter or may send a separate letter with additional information about the department, specific workload expectations, etc. Although each dean will have his or her own letter writing style, the following information must be included, where applicable, in the Letter of Offer. Any additional information unique to the position should also be included. HR has a template for faculty offer letters, which you may find helpful: <https://www.isu.edu/hr/forms/> (see under Manager Forms).

- Appointment type and rank**
  - Tenure-track or non-tenure track appointment
  - Rank: Assistant Professor, Associate Professor, Professor; for non-tenure track: Assistant Lecturer, Associate Lecturer, Senior Lecturer; Instructor; Clinical Instructor, Clinical Senior Instructor; Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor.
- Salary for the position.** Indicate the salary amount and any start-up funding. If part of the salary is coming from non-appropriated funds (e.g., Office of Research, a Center or Institute, clinical practice site, INL, or other source), the conditions and expectations related to that portion of the salary need to be specified.
- Contract period.** 9-, 10-, 11-, or 12-month; full or part-time (FTE), start date, etc. If the offer includes an administrative position (e.g., chair, director), be clear on the expected administrative responsibilities and the terms of the contract (length of term for the administrative appointment, administrative stipend, if administrative portion changes, etc.).
- You may want to provide information on the College's mentoring program, promotion and tenure policy/procedures, or other information about the college, department or program, or the URL where this information may be found.

- Information on reimbursement for direct moving expenses.** Indicate the “up to” dollar amount that will be reimbursed and note that documentation is required (i.e., receipts). Attach the ISU *Employee Moving Service Agreement form* to your letter and include the following statements: Please be aware if you leave Idaho State University within the first three years of employment (if a temporary appointment, “within the one year appointment”), it may be necessary for you to repay up to 100% of the moving allowance. *Please sign and return the enclosed Employee Moving Service Agreement. If you have any questions concerning the moving reimbursement policy, contact Ms. Bobbie Spencer, Management Assistant, Finance and Administration, at: (208) 282-3540; Fax (208) 282-4725; or email [spenbobb@isu.edu](mailto:spenbobb@isu.edu).*  
If moving expenses are to be reimbursed, please provide a copy of the offer letter to Ms. Bobbie Spencer.
- When granting P&T credit for a faculty member at the rank of Assistant Professor or higher, indicate the number of **years of credit, if any, that will be granted toward promotion and/or tenure**. Indicate the year when s/he could apply for promotion and/or tenure. The maximum credit that can be allocated is three years. This will provide the candidate with the necessary time to demonstrate his or her professional performance while employed at ISU. Wording example: *You will be granted two years of credit towards promotion and/or tenure [tailor the wording to the situation]. This means that you will be eligible to be reviewed for tenure and/or promotion in 202x/202y. You are under no obligation to utilize the two years towards promotion and tenure.*
- Include information in your letter (or the chair’s letter) on the university/college/department workload policy and specific **workload expectations** for this candidate for the first year of employment.
- Indicate where the candidate’s primary work location will be (e.g., Pocatello campus, Boise, Idaho Falls, or Twin Falls Centers) and include a statement that s/he may be required to teach/work at more than one location [if the person will be teaching in Idaho Falls primarily, for example, indicate this in the letter.]
- If the person will need a visa, this wording may be included: As a work visa is required for your employment at ISU, the College will sponsor the H 1B work visa for you. You will be expected to work directly with Shawn Bascom ([bascschw@isu.edu](mailto:bascschw@isu.edu)), (208) 282-5304, in the International Programs Office for guidance in this process. The hiring department is prepared to fund up to \$xxx.xx in USCIS fees toward completion of the H 1B process.
- OPTIONAL: HireRight checks degrees earned. If your college wants transcripts, indicate that in the letter. You may request **official transcript(s)** reflecting the highest degree earned, terminal degree, graduate work, or all transcripts, as you consider best for your college.
- Please include this statement in the offer letter: *Once the HireRight pre-employment background check has been completed and you have been cleared to work, you will receive an email from the HR Office. This will include details on how to complete the necessary new hire paperwork, which needs to be done on or before your first day of work, as well as a scheduled appointment for your benefits enrollment session. Please contact Human Resources at (208) 282-2517 if you have any questions.*
- Include the date the candidate must provide a response whether or not he or she accepts the position, plus a signature line for acceptance.