

## Affirmative Action

### 7.5 Sample Tenure System Faculty Offer Letter

Last updated: 6/30/2020 (changes noted at bottom of page)

*(Italicized notes are advisory; they are not to be included in the letter)*

Dear Dr. \_\_\_\_\_ :

On behalf of the faculty in the Department of \_\_\_\_\_ and the College of \_\_\_\_\_, I am pleased to recommend to the administration at Michigan State University that we extend to you a full time appointment in the tenure system as \_\_\_\_\_ in the Department of \_\_\_\_\_ to be effective \_\_\_\_\_. The appointment will be on an academic year (nine months) basis with the salary paid in ten installments on the last working day of each month during the academic year duty period (August 16 – May 15). The salary rate for the initial academic year will be \$\_\_\_\_\_.

Following the initial year, annual merit based salary adjustments are normally effective on the first day of October (subject to Board of Trustees approval). Faculty members appointed on an academic year basis are to be available for university duties from August 16 through May 15. *(See note #1 at end of letter for AN appointments).*

The full-time salary rate offered in this letter is considered your regular, full-time salary rate. This rate will be temporarily reduced effective September 1, 2020. Reductions will be in effect for at least one year but may be extended depending on the university's financial situation as the global pandemic continues to evolve. *If the effective date of the appointment began on September 1, 2020 through June 30, 2021 your salary will be subject to the temporary salary reduction during the aforementioned reduction period. The specific percent is based on the temporary wage reduction scale, the specific percent of your salary reduction is \_\_\_\_%, and your temporary full-time salary rate will be \$\_\_\_\_\_.*

A criminal background check is a prerequisite for all faculty at Michigan State University. This offer of appointment is contingent on satisfactory criminal background check results, including degree verification. You will be contacted by \_\_\_\_\_ to initiate the background check process. *(See note #2 at end of letter for foreign nationals who come to MSU directly from residence outside the U.S., for whom the Department of Homeland Security provides the necessary clearance)*

*(Include the following for **all** foreign nationals)* This offer is also contingent on your securing valid immigration status and work authorization before your expected start date and maintaining your valid immigration status and work authorization throughout your employment. For the limited purpose of compliance with federal export control regulations, you may be required to provide information about your citizenship status depending on the nature of your scholarly endeavors. If subject to federal export control regulations, you may also be required to maintain full-time employment status at MSU, confirm that your permanent abode throughout the period of employment is in the U.S., and sign a confidentiality agreement concerning transfer of certain technical data.

Assistant professors in the tenure system serve one four-year probationary period, and receive a subsequent three-year probationary period if the review for reappointment is positive. *(See note #3 at end of letter).* The complete [commentary](#) regarding the appointment, reappointment, promotion and tenure process is in the [tenure system policies section](#) of the MSU Faculty Handbook

As further evidence of our interest in you and our commitment to your success as a faculty member at Michigan State University, we will provide you with startup funding of \$\_\_\_\_\_. The startup package includes the following items:

- support for office and research laboratory equipment in the amount of \$\_\_\_\_\_, to be used by \_\_\_\_\_, 201\_;
- \_\_\_\_\_ graduate assistantship for \_\_\_ semesters (\_\_\_ calendar years) to be used by \_\_\_\_\_, 201\_;
- salary and fringes for post-doc for \_\_\_ years to be used by \_\_\_\_\_, 201\_;
- travel in support of research in the amount of \$\_\_\_\_\_ for the first year; \$\_\_\_\_\_ for the second year;
- up to two months of summer support for \_\_\_ years beginning the summer of 201\_ to be used by \_\_\_\_\_, 201\_;
- any release from teaching??

*(Note: Startup funds must be used within 5 years from date of hire)*

We will also provide you with up to \$\_\_\_\_\_ for your moving expenses, which may be applied to trips to the East Lansing area to locate housing. See Attachment B for additional detail regarding moving expenses.

While general expectations about your duties and responsibilities are indicated below and will be further clarified when you arrive on campus, I call to your attention the University's general expectations regarding instruction as specified in the [Code of Teaching Responsibility](#).

Your assigned duties will be \_\_\_\_\_% research, \_\_\_\_\_% teaching and \_\_\_\_\_% outreach/service.

*(Add statement regarding teaching, research and/or outreach/service responsibilities and expectations for position.)*

Michigan State University provides eligible faculty and academic staff with a variety of benefits, which are among the best in academia. Among the most important are a retirement program, health, prescription drug, dental, and life coverages. You may be eligible to participate in the University's benefits plans, on the terms and subject to the conditions in the respective plans, as they may change from time to time. You can access benefit program information and enroll in selected benefits (if eligible) on the web once your MSU NetID is activated. See Attachment B for additional benefit program information.

In order to assist you in your transition to Michigan State University, you are expected to attend a new faculty orientation program. The orientation program provides an overview of the University, identifies expectations of the University community, and covers many important issues that will assist you as you begin your career at Michigan State University. An introduction to University facilities and services, employee benefits, and information on cultural activities, both on and off campus, is also provided. The next orientation program is on August XX, 201\_.

The attachments to this letter describe important issues pertaining to faculty appointments at Michigan State University. Please read them carefully and note the signature requirement on each attachment.

If you have any questions or comments, feel free to contact me by phone at my office (517-\_\_\_-\_\_\_) or by email at \_\_\_@msu.edu.

Enclosed are two signed originals of this offer letter. Please indicate your acceptance of this offer by signing one of the copies where indicated below and returning it, along with signed copies of attachments A-E to me by \_\_\_\_\_. On behalf of the faculty of the Department of \_\_\_\_\_, I look forward to welcoming you as a colleague at Michigan State University and a member of our community.

Sincerely,

Professor and Chairperson (or appropriate title)

cc:

Attachments

I accept the appointment at Michigan State University as described in this letter and the attachment.

Name

Date

NOTES:

1. Substitute for annual (AN) appointments: This appointment will be on an annual year (12 month) basis with the salary paid in twelve installments on the last working day of each month. The salary for the initial year will be \_\_\_\_\_. Following the initial year, annual merit based salary adjustments are normally effective on the first day of October. Although your appointment is on an annual year basis, the University's basic appointment commitment is to an academic year (9-month) appointment. Your annual appointment is justified by the mission of the Department and your specific duties and responsibilities. Although changes in your appointment status are not foreseen, in the event that either the Department's mission changes and/or your specific duties and responsibilities are modified so that an annual appointment is not appropriate, your appointment status will revert to an academic year appointment.
2. Substitute for foreign nationals who come to MSU directly from residence outside the U.S., for whom the Department of Homeland Security provides the necessary clearance: Degree verification is a prerequisite for all faculty appointments at Michigan State University. This offer of appointment is contingent on satisfactory degree verification. You will be contacted by \_\_\_\_\_ to initiate the degree verification process.
3. Change this paragraph according to rank:
  - o Full Professor (appointment is with tenure): Your appointment as Professor is with tenure.
  - o Associate Professor without tenure: As an associate professor appointed in the tenure system, who has not served previously at Michigan State University, you will serve a probationary period of (choose the appropriate period: two to five years. Note: The normal probationary period is four years. Prior approval by the Provost is required for probationary period of two, three and five years). If reappointed, tenure is granted. Additionally, individuals appointed at the rank of associate professor without tenure have the option of requesting reappointment at any point prior to the conclusion of the stipulated probationary appointment period. A negative decision on such a request shall not preclude consideration for reappointment at the time specified upon appointment. The complete commentary regarding the appointment, reappointment, promotion and tenure process is in the [tenure system policies section](#) of the MSU Faculty Handbook.
  - o Associate Professor with tenure (In unusual cases, with prior approval by the Provost, the initial appointment as Associate Professor may be with tenure): Your appointment as Associate Professor is with tenure.

[Offer Letter Attachments - Word](#)

[Offer Letter Attachments - PDF](#)

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### Last Updates -

**6/30/2020** - Added text regarding temporary salary reductions, and minor changes to benefit language

**4/6/2016**- Added advisory text about startup funds

**11/10/2015** - Updated Offer Letter Attachments

**9/2/2015** - Clarified language around appointment rank.

**2/13/2015** - Updated link to relationship violence and sexual misconduct policy.

**1/13/2015** - Updated to remove reference to paper I-9 form process;

**10/6/2014** - Removed reference to monthly benefits retirement information fair.

**1 /13/2013** - Link for payroll forms changed to EBS Portal.