

## **8. LETTER OF INTENT – OFFER OF EMPLOYMENT**

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## LETTER OF INTENT: GENERAL COMMENTS

### **PLEASE NOTE: THE FOLLOWING THREE ISSUES MUST BE COMPLETED BEFORE THE LETTER CAN BE MAILED TO THE INDIVIDUAL**

1. The individual's 2-3 page statement on research plans, resources needed and estimated budget must be transmitted, along with the Department Chair's / School Director's recommendation to the Dean's Office (and approved by the Dean). This assumes that the start-up Program for August 2008 new hires will continue along roughly the same lines as it has in the past three years. I will have precise information on this by the time interviews are scheduled.
2. The individual must receive, complete and return a signed/dated Ohio Department of Public Safety, Division of Homeland Security, Public Employment, Form HLS 0037 2/06 ("Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization").
3. The Letter of Appointment/Intent must be reviewed and approved by the Dean's Office and by the Provost's Office (the Dean's Office will secure the Provost's approval). The draft Letter must be sent to the Dean's Office as an email attachment.

The Letter of Appointment is not the vehicle for negotiating the terms of the position-offer with the selected candidate. The specific terms are to be agreed upon with the candidate (with the prior approval of the Dean's Office) before the Letter is composed and mailed. The Letter is written and signed by the Department Chair / School Director and printed on Departmental / School letterhead. The Letter indicates that an appointment is being recommended and specifies the details.

The Letter begins with the following sentence:

I, the faculty of the Department [School] of [ ... ] and the Dean of the College of Liberal Arts and Social Sciences have agreed to recommend to the Provost and President that you be offered a contract as [rank] in the Department of [... ] beginning August [day, 2008] through May [date, 2009]. Your recommended academic year salary will be [amount].

Note: Several variables are considered in determining the precise salary level: quality of the *curriculum vitae*; rank; years in rank; postdoctoral experience; stipend; programmatic aspects; start date; Collective Bargaining Agreement salary scale; budgetary resources; disciplinary market factors; and recent similar hires. The Chair / School Director and the Dean's Office will agree the precise figure within the range established by the Dean before discussions begin between the Chair/Director and the candidate.

The Letter must contain the following information:

If the position is at the Assistant level and the selected candidate is still ABD (or without the relevant terminal degree for the discipline), a statement to the effect that the offer is conditional upon the successful completion and verification of all requirements for the Ph.D. or for the relevant terminal degree (a successful defense, not the actual awarding of the diploma) on or before July 1. This means that if the individual does not have the relevant terminal degree by the date certain, he/she will not have the position and the hiring unit will not have the new faculty member [this is perhaps an argument for listing the position as Instructor / Assistant Professor rather than limiting it to the Assistant level]. The Provost's Office normally will not process a contract until an individual has provided verification of actually completing the Ph.D or other relevant terminal degree.

Promotion-tenure decision date (on or before April 15, [year]) or, if the position is visiting or term, a sentence to the effect that the position is not eligible for tenure. In determining the tenure-promotion date, please review carefully Article 12.10 (especially 12.10A3) of the Collective Bargaining Agreement dealing with credit for prior full-time service waiver of pre-terminal degree years of service at Cleveland State University. If this promotion-tenure decision date is not the usual six years later [2014 for this cycle], please add a comment to the Letter explaining the situation (e.g., this promotion-tenure decision date is based on your or credit of the year[s]) spent at [...] as [...]).

If the appointment is at the Associate or Full Professor rank without tenure, please review Article 12.10 A(2) of the Collective Bargaining Agreement to determine the precise tenure decision date. This date is usually "on or before April 15 (of the candidate's third year on campus)" with prior full-time university teaching experience or April 15 of the candidate's fourth year (without previous full-time university teaching experience).

If the appointment is at the Instructor level, please add a statement to the effect that upon successful completion of the relevant terminal degree, the individual will be promoted to the rank of Assistant Professor with the prorated new salary (effective the date when all the degree requirements are satisfied but only with verification of degree completion). Also, please review Collective Bargaining Agreement Article 12.8 for the number of years a faculty member can remain at the rank of Instructor (an Instructor's fourth year contract must be a terminal one). Also, please review Article 12.10A3 (and this represents a change from previous practice: "For faculty hired a pre-terminal degree tenure-track Instructors at CSU, all years count toward the probationary period except that the faculty member may choose not to count up to two (2) years of such service. *At the time of moving to the Assistant Professor rank, the faculty member wishing not to count such service must so inform the Dean and Department Chair/School Director in writing [emphases supplied]."*)

The Letter should include a listing of the resources available to new hires:

1. Moving expenses: reimbursable up to a maximum of \$1500: only for tenure-track appointments; visiting and term appointments are not eligible for moving expenses.

Suggested text: “Upon presentation of original receipts and the start of full-time employment at Cleveland State University, up to \$1,500 will be reimbursed by the Provost’s Office for moving expenses. Reimbursement will not be made if the purchase requisition [request for reimbursement] is submitted more than 180 days after the commencement of on-site employment.”

2. One course release during the first three years at a time mutually agreed to by the faculty member, Department Chair and the Dean.

3. \$1,000 in Faculty Development funds for AY 2011-12 (subject to contract negotiations).

4. The precise amount and kind of any start-up resources; to be negotiated in advance with the Dean’s Office. This needs to be done before the Letter can be mailed. Suggested text: “The College of Liberal Arts and Social Sciences and the Office of the Provost will allot [\$ ...] each in start-up monies, for a total of [\$ ...], for your project on [“.....”]. The College 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.”

5. The College will make available up to \$3,000 for cost-share / matching funds required in a successful external grant proposal. The grant(s) has/have to be awarded within your first three years at Cleveland State University.

6. A computer will be provided.

The Letter should also include the following:

1. Collective Bargaining Agreement and Departmental / School criteria for promotion and tenure.
2. Teaching load (with precise assignments if known at the time).
3. Visa requirements (if necessary).
4. Grant activity expectations: a sentence to the effect that the candidate will demonstrate an active program of seeking external funds.
5. A sentence to the effect that the offer is dependent upon employment eligibility (I-9 Form).
6. A sentence which reads: “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.”

7. A sentence which reads: “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. If you choose not to join, the University is obligated by the terms of the contract to administer a payroll deduction for a fair share not greater than the dues paid by active members of the CSU-AAUP.”
8. A sentence which reads: “The specific terms or special conditions of any individual letter of initial appointment of a faculty member of the bargaining unit shall not contradict any criteria for promotion and tenure set forth in the Collective Bargaining Agreement or in any college and/or departmental bylaws.”
9. A sentence to the effect that this offer is conditional upon verification of highest earned degree and that a contract will not be processed until such verification is received. This is relevant for individuals already holding the terminal degree; for those not yet awarded the terminal degree and hired at the Instructor level, we need verification of their current status and that verification of the degree will be required for the promotion to Assistant Professor.
10. Information regarding the new federal legislation regarding Social Security and Form SSA-1945 912-2004.

The Letter should close with a sentence to the effect that one of the two letterhead copies should be retained by the candidate and the other, after being signed and dated, be returned to the Department / School. Once the signed Letter is received, a formal contract will be issued.

Please make sure that the following individuals are sent a copy of the Letter at the same time it is mailed to the individual:

1. [TBA], President, CSU-AAUP, c/o Department of [TBA].
2. [TBA], Budget Officer, College of Liberal Arts and Social Sciences
3. Dr. Gregory M. Sadlek, Dean, College of Liberal Arts and Social Sciences (send the Dean’s copy c/o Leon Hurwitz)
4. Dr. Mary Jane Saunders, Interim Provost, Academic Affairs

Upon receipt of the signed Letter, please make at least two copies: one for your files and one to be forwarded to the Dean’s Office. The original is to be included in the contract packet. Do not include the Dean’s copy in the contract packet – please send under separate cover.

1.

### **CREDIT FOR PRIOR SERVICE**

Please include the following text in any Letter of Intent to a candidate with eligible years of prior credit. The maximum years eligible for such prior credit is two (2) and must satisfy all of the following requirements: (a) full-time; (b) tenure-track; (c) in a position requiring research; and (d) service performed post terminal degree. The absence of any one of these characteristics would not qualify the prior service for credit.

I understand that my probationary period for the promotion-tenure decision date reflects a prior credit of [...] years spent at [...] as [...].

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Signature

Date

## **REVIEW OF LETTER OF INTENT**

1. Affirmative Action must approve the chosen candidate and I need to see written verification of the approval before I give my approval.
2. Before any offer (even verbally) can be made, the Chair/Director contacts the individual, says we would like to make an offer (but this telephone call is not an offer) but that the “Terrorist Declaration” needs to be executed. The Form is then sent to the candidate and when it is returned, we can start the formal process. I need to see the Form when it is returned to make sure that all the answers are “no.”
3. A verbal offer is then made (I would have discussed the details of the offer with the Chair or Director prior to this step).
4. The start-up proposal needs to be submitted (and I allocate the funds).
5. A draft Letter of Intent is then written by the Chair-Director. It is sent (as an electronic attachment) to me for my approval and then I secure the Provost’s approval. All the details in the Letter have to be carefully reviewed for accuracy.
6. I inform the Chair-Director to send out the Letter (copies to the cc list) along with the Social Security Form for execution as well as information on the I-9 Form (not for execution but for information purposes only – this Form has to be executed on site). The Letter is not the negotiating vehicle with the candidate – all the details need to be worked out before the letter is sent.
7. The contract packet is eventually sent to me. I review it (most of the time one thing or another is always missing) and when complete, I give it to the College’s Budget Officer for processing.

## Memorandum

To: Academic Deans Council

From: Chin Y. Kuo, Provost and Senior Vice President

Subject: Verification of Credentials for New Hires

Date: January 16, 2004

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It has come to my attention that a common step in the hiring process is frequently overlooked at CSU (and elsewhere in the academic world) B verification of the highest academic degree of those we intend to hire. This appears to be especially true for both faculty and professional staff positions. In order to avoid the kind of embarrassing situation you read about from time to time, I would like to assure that our search process includes a final verification of academic credentials for those individuals we intend to hire.

There is no need for this to be a cumbersome or time-consuming step. It could be accomplished in a number of ways:

1. At the time final candidates are invited for interviews, they could be asked to submit proof of the highest degree cited on their c.v./resume (either in the form of an official transcript or notarized copy of their diploma).
2. Search Committee Chairpersons could be asked to contact the appropriate Registrar=s Office for degree verification of final candidates.
3. When a formal offer letter is prepared, the letter will contain language saying that the issuance of an official contract is contingent upon verification of the highest academic degree.

Let=s discuss this matter at the next Deans Council meeting and agree on a procedure that can be distributed to the entire Academic Council.

Thanks for your attention to this matter.

Forms to Be Enclosed with Letter-of-Intent, Available from Human Resources Home Page:  
<http://mycsu.csuohio.edu/offices/hrd/forms.html#Contract>

Employment Eligibility Verification (I-9 Form)

Social Security Form

**SAMPLE LETTER OF INTENT: TERM APPOINTMENTS**

**DATE**

.....  
.....  
.....

Dear .....

The faculty of the Department/School of ..... and I as Chair/Director, along with the Dean of the College of Liberal Arts and Social Sciences, are pleased to recommend to the Provost and President that you be offered a contract as a Term Instructor/Term Assistant in the Department/School of ..... at Cleveland State University. The appointment is for the academic year 2011-2012, beginning on August 22nd, 2011 through May 16th, 2012. Your recommended academic year salary will be \$..... This position is not eligible for tenure. This position may be renewable up to a maximum of six years.

Your major responsibility will be to teach ..... Your teaching load will be 16 credit hours (four courses at four credits each) per semester. As requested, you will be asked to participate in service to the department.

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.

The tenure-track faculty at Cleveland State is represented for purposes of collective bargaining by the American Association of University Professors. Your status as a non-tenure track term faculty member means that you are not a member of the bargaining unit. The Department/School of ..... will provide you a computer and a printer. In addition, you are eligible for all University benefits as determined by the Human Resources Development and Labor Relations Department.

In the event of a conflict between any employment documents and institutional policies, institutional policies control.

This offer is dependent upon the following documentation:

a. 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).

b. I note that you have already duly executed the “Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization.” Thank you.

c. Verification of employment eligibility (I-9 Form). Please find enclosed with this Letter some information relevant to the I-9 Form. This material is for your information only; please do not complete the form until you arrive on campus.

d. Verification of your highest earned degree. A contract will not be processed until such verification is received.

If you agree to the terms of this letter of intent, please sign below and return one copy by **DATE**. The other copy is for your files. Upon receipt of your response, I will prepare a contract.

I look forward to your joining our faculty and contributing to the educational development of our students.

Sincerely Yours,

.....  
Chair/Director

cc: Dr. Gregory M. Sadlek, Dean, College of Liberal Arts and Social Sciences  
Dr. Jeff Karem, President, CSU-AAUP, c/o Department of English  
Professor Geoffrey Mearns, Interim Provost and Senior Vice President for Academic Affairs  
Elizabeth Carleton, Budget Officer, CLASS

I agree to the terms of this Letter of Intent.

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Signature

Date

Enc. Information on Social Security  
Information on the I-9 Form

**SAMPLE LETTER OF INTENT: VISITING APPOINTMENTS**

**DATE**

.....  
.....  
.....

Dear .....

The faculty of the Department/School of ..... and I as Chair/Director, along with the Dean of the College of Liberal Arts and Social Sciences, are pleased to recommend to the Provost and President that you be offered a contract as a Visiting Instructor/Visiting Assistant Professor in the Department/School of ..... at Cleveland State University. The appointment is for the academic year 2011-2012, beginning on August 22nd, 2011 through May16th, 2012. Your recommended academic year salary will be \$..... This position is not eligible for tenure. This position is renewable up to a maximum of two years.

Your major responsibility will be to teach ..... Your teaching load will be 16 credit hours (four courses at four credits each) per semester. As requested, you will be asked to participate in service to the department.

**NOTE: The Provost has strongly suggested that Visiting faculty be assigned a 16 hour load per semester. If you wish to have the workload at 12, you will need to present a full justification to the Dean’s Office prior to drafting the Letter of Intent.**

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.

The tenure-track faculty at Cleveland State is represented for purposes of collective bargaining by the American Association of University Professors. Your status as a non-tenure track Visiting faculty member means that you are not a member of the bargaining unit. The Department/School of ..... will provide you a computer and a printer. In addition, you are eligible for all University benefits as determined by the Human Resources Development and Labor Relations Department.

In the event of a conflict between any employment documents and institutional policies, institutional policies control.

This offer is dependent upon the following documentation:

- a. 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).

b. I note that you have already duly executed the “Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization.” Thank you.

c. Verification of employment eligibility (I-9 Form). Please find enclosed with this Letter some information relevant to the I-9 Form. This material is for your information only; please do not complete the form until you arrive on campus.

d. Verification of your highest earned degree. A contract will not be processed until such verification is received.

If you agree to the terms of this letter of intent, please sign below and return one copy by **DATE**. The other copy is for your files. Upon receipt of your response, I will prepare a contract.

I look forward to your joining our faculty and contributing to the educational development of our students.

Sincerely Yours,

.....  
Chair/Director

cc: Dr. Gregory M. Sadlek, Dean, College of Liberal Arts and Social Sciences  
Dr. Jeff Karem, President, CSU-AAUP, c/o Department of English  
Professor Geoffrey Mearns, Interim Provost and Senior Vice President for Academic Affairs  
Elizabeth Carleton, Budget Officer, CLASS

I agree to the terms of this Letter of Intent.

---

Signature

Date

Enc. Information on Social Security  
Information on the I-9 Form

## SAMPLE LETTER OF INTENT: TENURE-TRACK ASSISTANTS

DATE

.....  
.....  
.....

Dear .....,

I, the faculty of the Department/School of .... and the Dean of the College of Liberal Arts and Social Sciences have agreed to recommend to the Provost and President that you be offered a contract as an Assistant Professor in the Department of .... beginning on August 22nd, 2011 through May 16th, 2012. Your recommended academic year salary will be \$XXXXXX.

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. Reimbursement will not be made if the purchase requisition (request for reimbursement) is submitted more than 180 days after the commencement of on-site employment.
2. The College of Liberal Arts & Social Sciences will grant you a one-time single course release during your first three years at Cleveland State University, to be used at a time mutually agreeable to you, the Department Chair and the Dean of the College.
3. Section 28.2 of the CSU-AAUP contract provides that each tenure-track faculty member will receive \$1,000 per year for professional development activities during the period the contract remains in effect. The current faculty Collective Bargaining Agreement expires on August 15, 201X and continuation of this provision is subject to renegotiation of the successor contract.
4. The Office of the Provost will allot \$7,500 in start-up monies, for support of your research/ curative activity on "....." 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.
5. 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. To this end the

College of Liberal Arts and Social Sciences will make available up to \$3,000 for cost-share/matching funds required in a successful external grant proposal. The grant(s) must be awarded within your first three years at Cleveland State University.

6. A new computer will be provided.

7. Your promotion-tenure decision date will be on or before April 15, 2017. [Or: 2016 or 2015 depending upon the number, if any, of years of credit for prior service. This promotion-tenure decision date is based on your credit for one-two years teaching at ..... as Assistant Professor of ..... (full-time, tenure-track, post-terminal degree, position requiring research)].

8. Criteria for promotion and tenure will include:

- a. Scholarly research - demonstration of significant scholarly work beyond your dissertation such as:
  1. ....
  2. ....
- b. 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.
- c. 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.

9. 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 8 credits per semester. Your tentatively assigned classes for 2011-12 will be: Fall .... and Spring .....

10. 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.

11. 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. If you choose not to join the University is obligated by the terms of the contract to administer a payroll

deduction for a fair share not greater than the dues paid by active members of the CSU-AAUP. For your information, the collective bargaining agreement is posted at:  
<http://www.csuohio.edu/organizations/aaup/contract/0609contract/>

12. 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.

13. This offer is dependent upon employment eligibility (I-9 Form). Please find enclosed with this Letter some information relevant to the I-9 Form. This is for your information only; please do not complete the Form until you arrive on campus.

14. This offer is also dependent upon the verification of your highest earned degree. A contract will not be processed until such verification is received. In addition, I note that you have already duly executed and returned the "Declaration Regarding Material Assistance / Nonassistance to a Terrorist Organization." Thank you.

15. Effective January 1, 2005, new 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.)

16. 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 ..... The second copy is for your files. Upon receipt of your acceptance, a formal contract will be processed and sent to you.

The Department/School of .....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  
Department/School of .....

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Signature

Date

cc: Dr. Jeff Karem, President, CSU-AAUP, c/o Department of English

Elizabeth Carleton, Budget Officer, College of Liberal Arts & Social Sciences  
Dr. Gregory Sadlek, Dean, College of Liberal Arts & Social Sciences  
Professor Geoffrey Mearns, Interim Provost and Senior Vice President for Academic  
Affairs

NOTE: The following may be necessary:

I understand that my promotion-tenure decision date of “on or before April 15, ....” is based on my receiving credit for the one/two years of full-time, tenure-track, post-terminal degree teaching as .....at .....

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Signature

Date

Enc. Information about Social Security  
Information about the I-9 Form

## **SAMPLE LETTER OF INTENT: TENURE-TRACK INSTRUCTORS**

[Note: Last year instructor-level hires were not permitted, This policy is expected to remain in effect, and if so, this sample is irrelevant.]

DATE

.....  
.....  
.....

Dear .....,

I, the faculty of the Department/School of .... and the Dean of the College of Liberal Arts and Social Sciences have agreed to recommend to the Provost and President that you be offered a contract as an Instructor in the Department of .... beginning on August 22nd, 2011 through May 16th, 2012. Your recommended academic year salary will be \$..... Upon the successful completion of all 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 \$ .....

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. Reimbursement will not be made if the purchase requisition (request for reimbursement) is submitted more than 180 days after the commencement of on-site employment.
2. The College of Liberal Arts & Social Sciences will grant you a one-time single course release during your first three years at Cleveland State University, to be used at a time mutually agreeable to you, the Department Chair and the Dean of the College.
3. Section 28.2 of the CSU-AAUP contract provides that each tenure-track faculty member will receive \$1,000 per year for professional development activities during the period the contract remains in effect. The current faculty Collective Bargaining Agreement expires on August 15, 201X and continuation of this provision is subject to renegotiation of the successor contract.
4. The Office of the Provost will allot \$7,500 in start-up monies, for support of your research/ curative activity on "....." 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.

5. 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. To this end the College of Liberal Arts and Social Sciences will make available up to \$3,000 for cost-share/matching funds required in a successful external grant proposal. The grant(s) must be awarded within your first three years at Cleveland State University.

6. A new computer will be provided.

7. Your promotion-tenure decision date will be on or before April 15, 2017. [Or: 2016 or 2015 depending upon 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.

8. Criteria for promotion and tenure will include:

- a. Scholarly research - demonstration of significant scholarly work beyond your dissertation such as:
  1. ....
  2. ....
- b. Teaching – Evidence of being a fully competent teacher as supported by evidence such as:
  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.
- c. Service
  1. departmental service
  2. membership on college or university committees.
  3. community involvement in professional organizations, lectures, seminars, etc.

9 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 8 credits per semester. Your tentatively assigned classes for 2011-12 will be: Fall .... and Spring .....

10. 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.

11. 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. If you choose not to join the University is obligated by the terms of the contract to administer a payroll deduction for a fair share not greater than the dues paid by active members of the CSU-AAUP. For your information, the collective bargaining agreement is posted at: <http://www.csuohio.edu/organizations/aaup/contract/0609contract/>

12. 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.

13. This offer is dependent upon employment eligibility (I-9 Form). Please find enclosed with this Letter some information relevant to the I-9 Form. This is for your information only; please do not complete the Form until you arrive on campus.

14. This offer is also dependent upon the verification of your highest earned degree. A contract will not be processed until such verification is received. In addition, I note that you have already duly executed and returned the “Declaration Regarding Material Assistance / Nonassistance to a Terrorist Organization.” Thank you.

15. Effective January 1, 2005, new 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.)

15. 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 ..... The second copy is for your files. Upon receipt of your acceptance, a formal contract will be processed and sent to you.

The Department/School of .....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  
Department/School of .....

---

Signature

Date

cc: : Dr. Jeff Karem, President, CSU-AAUP, c/o Department of English  
Elizabeth Carleton, Budget Officer, College of Liberal Arts & Social Sciences  
Dr. Gregory Sadlek, Dean, College of Liberal Arts & Social Sciences  
Professor Geoffrey Mearns, Interim Provost and Senior Vice President for Academic  
Affairs

NOTE: The following may be necessary:

I understand that my promotion-tenure decision date of “on or before April 15, ....”  
may be superseded by a different date depending upon the number of years (maximum  
of two) spent without the terminal degree claimed/waived toward the normal six-year  
probationary period.

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Signature

Date

Enc. Information about Social Security  
Information about the I-9 Form