Standard Contingent Offer Letter for Academic Faculty Appointment

[Date]

[Name]

[Mailing Address]

Dear [Name]:

**1. Required:**

We are pleased to offer you a position at Kansas State University on behalf of the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We look forward to your contributions as a member of the university community. Below you will find summarized the major conditions and elements of the offer that we have discussed.

**2. Required (whichever is applicable):**

The position is a [tenure, tenure-track, or non-tenure], full *[part]*-time regular *[term]* \_\_-month appointment as a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Advertised Title*]. Your appointment will begin *[date certain]* and run through *[date certain]*. The annual salary is $\_\_\_\_\_\_\_\_, payable in \_\_\_\_\_\_\_\_ [20 or 26] bi-weekly installments of $\_\_\_\_\_\_\_\_ per pay period and is [benefits eligible/non-benefit eligible]. If you have questions about how benefits may apply to you at the university, you should contact our benefits team by phone at 785-532-6277 or by email at benefits@k-state.edu.

**Optional:**

Your first paycheck will be issued on or about \_\_\_\_\_\_\_\_.

**3. Required (whichever is applicable):**

1. For Tenure-Track offer letter only:This appointment is subject to annual review, renewal, and notice of non‑reappointment, and may lead to review for tenure and promotion in accordance with the regulations and policies of the Board of Regents and the University.
2. Or For Term appointments only:As with all term appointments at Kansas State University, this appointment carries with it no expectation of continuing employment and no consideration for tenure and the standards for notice of non-reappointment do not apply. Term appointments are contingent upon continuing availability of funding and need for those services.

**4. If applicable (whichever is applicable):**

1. If the [required] degree is not earned by XX, this appointment will be converted to the rank of Instructor, at an annual salary rate of $ . Upon proof of completion of the [required] degree within the 20XX-20XX academic year (9 months) [or 20XX-20XX fiscal year (12 months)] , this appointment will revert to the rank of Assistant Professor the annual salary rate of $ . Service as Instructor under this appointment will [will not] be credited toward tenure.
2. For Term appointments only: If the [required] degree is not earned by XX, this appointment will be converted to the rank of Instructor, at a bi-weekly salary rate of $ . Upon proof of completion of the [required] degree, this term appointment will be converted to the rank of Assistant Professor at a bi-weekly salary rate of $ .
3. For Tenure-Track Term appointments: Continuation of employment under this appointment is contingent on the acquisition of the [required] degree by XX. If this contingency is not met, this appointment will terminate on that date.

**5. If applicable (choose one):**

1. We want to emphasize that the decision for promotion and tenure will be based primarily on your demonstration of significant contributions through excellence in teaching, research, and/or other creative activities, and reasonable contributions in service [include extension if applicable]. Your tenure review period will begin with the \_\_\_\_\_\_\_ academic year. [See University Handbook Subsection C73 & C84]
2. We want to emphasize that the decision for promotion and tenure will be based primarily on your demonstration of significant contributions through excellence in teaching, research, and/or other creative activities, and reasonable contributions in service. According to our policies, the tenure decision is normally made no later than the sixth year of service [include extension if applicable].

**6. Required:**

Please review and become familiar with Kansas State University’s policies and procedures, including those for faculty evaluation, promotion, reappointment, and tenure, which are set forth in the University Handbook. More specific information about your requirements for evaluation, promotion, reappointment, and tenure may also be found in the departmental document which can be accessed at: http: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. It is your responsibility to be aware of these policies and procedures as well as others that may apply to you.

**7. Required:**

1. Consistent with the mission of a land-grant university, all faculty members are expected to contribute to education, research/creative performance/scholarship, extension and service/outreach functions. Initially, your distribution of effort will approximate \_\_\_% instruction/advising, this is equivalent to \_\_\_-\_\_\_ courses per year; \_\_\_% research, creative performance or scholarship [\_\_\_% extension]; and \_\_\_% outreach/service. The distribution of your efforts may be altered to accommodate changes in department, College, and University policies and goals. However, any changes must be approved by the Department Head/Chair and the Dean of the college, following a discussion with you.
2. **If applicable:** Initially this position will include \_\_ weeks of clinical assignment per year (\_\_% total effort). Clinical service is typically divided between the Instruction and Outreach/Service categories based upon the area of specialization served. As a result of your clinical assignment and non-clinical duties, the distribution of your effort is expected to be **A**% instruction/advising (including Y% clinical teaching), **B**% research, and **C**% outreach service (including Z% clinical teaching). [Note: A, B, & C equal 100%. Y% and Z% add up to the percent total effort for clinical service.]

**8. If applicable (choose one):**

1. To establish a program in research, scholarship, and/or creative activity, the following resources are available: [list of start-up package components]
2. We have agreed to a start-up package consisting of the following elements: [list of start-up package components]

**9. If desired (whichever is applicable):**

1. In addition, Kansas State University will reimburse you for your moving expenses [up to a maximum of $ ], subject to University polices (see [PPM chapter 6320.50](http://www.k-state.edu/policies/ppm/6300/6320.html#.050)) and state laws and regulations. Please know that reimbursement for moving expenses may be taxable and you will need to consult your tax advisor with any questions about your tax liability. To accept an offer of reimbursement of moving and relocation expenses, you must sign an agreement that if you leave Kansas State University for any reason prior to your first anniversary, except for reasons beyond your control that are acceptable to the University, you will reimburse the University for the full amount of such expenses within 60 days of your last day worked. In addition to other rules, please note that if you use a moving company, you will need to obtain three bids, and your reimbursement will be restricted to the lowest bid amount. Furthermore, the amount you may be reimbursed for moving expenses may not exceed the amount of the actual moving expenses verified by receipts or the amount of moving expenses for moving 12,000 pounds of household goods, whichever is the lesser amount.
2. Or As an added benefit, Kansas State University is prepared to assist with your relocation and moving expenses in the amount of $\_\_\_\_\_\_\_, subject to University policies (see [PPM chapter 6320.50](http://www.k-state.edu/policies/ppm/6300/6320.html#.050)). You will need to secure at least three guaranteed bids from University approved moving companies and get prior approval for the moving expenses. Should you leave Kansas State University for any reason prior to your first anniversary, either voluntarily or as a result of your job performance or violation of KSU policies and procedures, you agree to reimburse the University (KSU) the full amount of relocation expenses within 60 days of your last day worked.

**10. Required:**

Your employment at Kansas State University is governed by the rules and policies contained in the University Handbook which is available online at: <http://www.k-state.edu/provost/universityhb/>, and by other policies adopted by the University. Your employment is subject to these policies as they are and as they may from time to time be changed. It is your responsibility to be aware of these policies and procedures as well as others that may apply to you.

**11. Required:**

Please note this offer is contingent on your ability to provide satisfactory documentation verifying your eligibility to work for K-State in the above-mentioned position; passing the required background [and educational check], the completion of an Initial Appointment contract signed by the Provost and other paperwork required to finalize the employment process.

**12. Required:**

As an acknowledgement of the terms and conditions of the offer, please sign below and return the original to the department, school, division by \_\_\_\_\_\_\_\_\_\_\_. Please retain a copy for your records.

**13. Optional:**

Should you have any questions about this letter, please do not hesitate to contact either of us. We look forward to your contributions to our programs, and hope that you will find many opportunities for professional growth and accomplishment at Kansas State University.

Sincerely,

Approved by:

# [Name] [Name]

Department Head/ Dean, College of \_\_\_\_\_\_\_\_\_\_\_

School/Division Director

I accept your offer of the aforementioned position:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

cc: *[Department Head/School/Division Director]*

 Human Capital Services, Resource Center

Re: [Position Number]

Optional:

Enclosure: DA-22 Agreement for Reimbursement of Moving Expenses