**(Please put on your department appropriate letterhead)**

**TENURE-TRACK REGULAR Faculty Template; September start date**

**\*Populate or remove all sections in red, as needed.**

**Department Chair/Dean/Provost signs.**

Date

Name/Address

Dear Name:

We are pleased to offer you the position of insert title –assistant or associate or full professor in the department name, Missouri University of Science and Technology. The position being offered is a nine-month regular tenure-track appointment, contingent upon you presenting documents indicating identity and eligibility to work in the United States. The initial term of such academic appointment will officially begin on September 1, 20XX and will end on May 31, 20XX, although your duties will begin on August XX, 20XX as fall semester classes begin on August XX, 20XX. This position is renewable on a year-to-year basis at the discretion of the University. With a tenure decision date of August 1, 20XX, you should begin dossier preparation in the spring of enter year prior to decision date with submission in early fall enter year. Details of the offer are as follows:

**SALARY:** Baseline nine-month academic year (AY) salary rate of $XX,XXX. Effective September 1, 20XX, you may choose to have your nine-month salary paid over nine or twelve monthly payments. At Missouri S&T, a faculty member may earn up to three month’s pay in the summer at a rate of 1/9th of his or her academic year salary per month if paid entirely from allowable sources.

**START-UP:** As negotiated and specified below, start-up funds in the total amount of $XX,XXX will be made available for your use. These will be distributed over three years. These are delineated below:

**EQUIPMENT**: At the start of your appointment, you will be provided up to $XX,XXX to be used towards equipment and related services. I want to make sure that we do not duplicate the equipment that is already available for your research in other cooperating units on campus. If equipment already exists on campus and it is made available for your research, I would expect you to make every effort to use it and avoid the cost of duplication of equipment. If these funds are insufficient to purchase the desired equipment, we will work with you to find additional resources. If you receive external awards for requested equipment or services, institutional funds may be returned to their source.

**GRADUATE STUDENTS**: Support for (example) one 3/8-FTE graduate assistant (GA), for one academic year and summer will be provided.

**SUMMER SALARY**: We will also provide up to two months summer salary at the rate of 1/9 of your total nine-month salary per month, to be used by the end of the Summer 20XX term. Accordingly, the two months summer salary will amount to a total of $XX,XXX ($XX,XXX with benefits) plus any raises you may receive during that period.

**TRAVEL**: SUPPORT TOTALING $X,XXX FOR TRAVEL TO PROFESSIONAL CONFERENCES YOUR FIRST THREE YEARS.

**OTHER**: A suitable workstation for your individual use. The choices are listed at

<http://it.mst.edu/services/desktop-enhancement/new-faculty-staff/>

**ANY OTHER START-UP EXPENSES**: As needed, otherwise delete. This could include student assistants, summer salary, travel and/or operational expenses, if not specified elsewhere.

An annual plan for expenditures of these start-up funds will be provided to you upon your arrival and explained by either myself or a fiscal manager. It is expected that you will spend your start-up funds according to this plan. Any deviation from this plan should be negotiated in advance with approval by those entities providing funding. Funds are not automatically carried forward between fiscal years. Any funds that remain may revert back to their source.

**MOVING COSTS:** The name of department Department will reimburse you an amount not to exceed 1/10th of your academic year salary for moving expenses, in accordance with federal regulations, up to $XXXX. Should your moving expenses be less than that amount, only actual expenses will be paid. Since we cannot exceed the total cost of $X,XXX. should your costs of moving your household goods exceed this amount, you will be responsible to cover the excess charges. Allowable reimbursable expenses for moving can be found at <http://www.umsystem.edu/ums/rules/bpm/bpm200/manual_214>.

**ASSIGNMENT:** Your teaching load for the first X academic years will be one, 3-hour course each semester. Starting with the third year, your nominal teaching load will be typically two, 3-hour courses per semester, or otherwise consistent with the Department’s Workload Policy in the future. You may have the option to buy yourself out of some teaching workload each academic year for exceptional reasons and with approval of your Department Chair, using funds from your sponsored research. Typically, this buyout equates to one month of academic year salary per course. If you release salary dollars by charging a portion of your AY salary to one of your contracts or grants and are not released from your teaching duties, those dollars will be made available to you for your use to support your research endeavors, subject to applicable university rules and regulations. As Missouri S&T strives to enhance its use of instructional technology to increase both its outreach and student access, you may be expected to provide online instruction for both campus and off-campus distance students. The University also allows you to spend up to the equivalent of one day per week, on average, during the academic year on additional activities, such as consulting, that are approved in advance by the department chair.

Please see the department and university promotion and tenure policies concerning guidelines and expectations for research, teaching, and service.

If you accept this offer of employment, your appointment will be subject to all rules, orders, and regulations of the Board of Curators, including the Academic Tenure regulations, which can be found at <http://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310>. Of special interest will be the section on “Faculty Bylaws and Tenure Regulations.”

As a benefit eligible employee at the university, you will be eligible to participate in a broad array of total reward programs that the university makes available including health and retirement benefits. <http://www.umsystem.edu/totalrewards/benefits>

Retirement Plans- Immediate Action Required if You Are Interested in Participating

You may want to consider enrolling in the 401(a) Supplemental Retirement Plan (SRP) or the irrevocable 403(b). **On or before your first day of employment**, you can make an *irrevocable election* in either the 401(a) SRP or irrevocable 403(b). This provides an opportunity for additional tax saving however, it is important to note that unlike other deferral options, once you have made this election it cannot be changed or stopped during your employment with the university.  Learn more about this option by emailing [voluntaryretirementplans@umsystem.edu](mailto:voluntaryretirementplans@umsystem.edu). If you wish to make an irrevocable election, it MUST be elected on or before your date of hire. If you do not wish to participate in these irrevocable options then no action is necessary on your part.

**TRANSCRIPT:** You should request that an official transcript showing the completion of your terminal degree be sent to the Human Resources Office, 113 Centennial Hall, 300 W. 12th St., Rolla, MO  65409 as soon as possible.  Failure to provide the official transcript may result in the withdrawal of the job offer.

This offer, like all offers from the University, is contingent upon a successful background check and your completion of employment-related documents, including an I-9. An e-mail will be sent to you from Hire Right to begin this process. For additional information related to the background check, please see policy HR 504, which is located in the Human Resources Policy Manual available at <http://umsystem.edu/ums/rules/hr500/hr504>.

Missouri S&T has a variety of resources to help faculty make a successful transition to their new position.  A day-long New Faculty Orientation is held each August and focuses on the essential elements to get started with teaching and scholarly activities.  The Orientation is complemented by the Freshman Faculty Forum.

University regulations provide for consultation as a means of professional improvement and community service. You may devote, on an average, the equivalent of one day per week, to such activities.

We would be delighted if you accept our offer, and look forward to your joining our faculty. To indicate your formal acceptance of this offer on the terms described herein, please sign the enclosed copy of this letter and return the signed copy to Martha Grisham in HR, <mailto:mgrisham@mst.edu>, by date. If a time extension is needed, please contact me immediately.

We look forward to your positive response. If you have any questions, please contact me at phone # or email.

Sincerely,

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

Name  
Department Chair of \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Dean Robert J. Marley

Vice Provost and Dean of Name of College Provost and Executive Vice Chancellor for Academic Affairs

Position No. 000XXXXX

I accept the above stated offer.

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Name Date

xx/xx

cc: Shenethia Manual

Rhonda Byers

Budget Office

Revised 1/2017