**Lecturer Offer Letter Template Effective February 1, 2024**

***Update: removed University’s COVID-19 policy***

NOTE and DELETE

* The Signed Offer Letter Must accompany the Academic Personnel Action form
* All hiring documents should be completed within 15 days of date of offer letter, unless date of offer is within 3-days of start of employment, then all documents are due prior to first date of start of employment
* I9’s must be completed within 3-days of start of employment, or is a federal violation
* Hiring documents include:

1. Original signed offer letter
2. Official original transcripts
3. Curriculum Vitae submitted for employment
4. Copy of Advertisement
5. All new hire forms

Instructions:

* Fill in blanks.
* Choose applicable term where bolded and delete the other term. Reformat without bold and without red or highlighting.
* Use information in [ ] as needed. Delete what is not needed including the bracket.

Revised February 2024 bg

Questions? Contact Office of Academic Finance and Faculty Administration at [academicfinanceandfacultyadmin@utoledo.edu](mailto:academicfinanceandfacultyadmin@utoledo.edu).

**DATE**

**NAME**

**TITLE**

**Address**

**Address**

**Address**

Dear Dr. **NAME,**

I am pleased to offer you a faculty position as an academic year non –tenure track position as Lecturer, in the **COLLEGE**, at The University of Toledo. Your appointment will commence **August 1x, 201x**. Your appointment as a faculty member has been approved by the University administration, and now requires only the approval by the Board of Trustees.

You are required to attend a mandatory new hire faculty orientation which will be held on August xx and xx, 20xx, location will be forthcoming. We also encourage you to take advantage of programming offered throughout the year by the University Teaching Center. Orientation questions should be directed to Cathy Zimmer in the provost office at 419.530.3202. New Faculty Orientation information can be found at: [www.utoledo.edu/offices/provost/nfo](http://www.utoledo.edu/offices/provost/nfo/).

Your assignment will be in the **DEPARTMENT**. **YOU MAY REMOVE DUTIES IN THIS PARAGRAPH THAT ARE NOT RELATIVE TO YOUR DEPARTMENT** You will report to NAME, TITLE. In accordance with the Collective Bargaining Agreement (CBA) responsibilities for the position include but are not limited to: teaching and teaching related activities including instructional delivery; class preparation; participation in general informational meetings associated with multiple section courses with a common syllabus or other common elements; maintaining a minimum of five office hours per week, as well as other office hours to accommodate students who cannot utilize regularly posted office hours; curriculum development; graduate student supervision and / or mentoring; part-time faculty supervising and or mentoring; Coordinator or Director activities; creative and performance duties; laboratory supervision; assessment; special assignments; and conducting course and instructional assessment. Core duties are expected activities regardless of the number of credit hours assigned. Member must be assigned within the range of 24-30 credit hours and/or credit hour equivalencies per year. Approximately 8 weeks prior to the beginning of a term you will be assigned by your department chair, core and/or non-core duties. However, as referenced in section 8.3.4 of the CBA, there are several factors which may cause assignments to be changed. Additional duties and responsibilities can be found in section 8 of the CBA.

Annual performance evaluation will follow the procedure described in Article 9 of the CBA. In your first three years as a Lecturer, an unsatisfactory evaluation may result in your removal from the appointment list.

Your nine-month gross salary will be **$$$$** for the **201x-201x** academic year, paid bi-weekly which is subject to mandatory withholding. This salary may be supplemented by external support generated through research, teaching grants and contracts, in accordance with University policy.

Your employment is subject to all policies, procedures and guidelines of The University of Toledo, as amended from time to time, including but not limited to the faculty rules and regulations, the University's conflict of interest policies, patent policies, non-discrimination, reasonable accommodation, and compliance with human resources policies. You shall also comply with all state and federal laws, rules and regulations, applicable to your performance of responsibilities pursuant to this Agreement.

As a new faculty member at The University of Toledo attending the faculty benefit orientation is essential. You will be eligible for The University of Toledo’s benefit package which consists of medical, dental, fee waivers and the State Teachers Retirement System or the Alternative Retirement System. For details of the available programs you can contact UT Benefits Office at 419-530-4747 or visit our benefits web site at: <http://www.utoledo.edu/depts/hr/benefits/>

or you can email, include your complete name and phone number [benefits@utoledo.edu](mailto:benefits@utoledo.edu)

Health Care benefits must be selected within 30 days of your start date.

Upon your acceptance of this offer we invite you to visit the following web site to complete the necessary New Hire Payroll Forms: <https://www.utoledo.edu/offices/provost/academicfinance/facultyforms.html>

If you will be on campus well in advance of your start date you are welcome to complete these forms with the department secretary or college business manager.

This appointment is contingent upon the following conditions:

* Completion of a successful background check; completion of an I-9 form validating eligibility for employment in the United Sates within the first three days of employment or earlier, and other required pre-hire forms and information;
* Completed new hire employment forms must be completed and returned to your college 30 days prior to start of employment or earlier.
* Receipt of official transcript from your terminal degree-granting institution, submitted to the Office of the Dean at **Mail Stop \_\_\_\_\_\_, Attention Dean NAME.**
* If any one of these conditions is not met, the appointment will be withdrawn.

We are very excited to welcome you to the faculty in the **COLLEGE NAME**. Please contact me if you have questions about this offer at [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.](mailto:thomas.brady@utoledo.edu.) You may also contact **NAME** if you have questions about your work in the department at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If these terms are acceptable to you, please sign and return a copy of this letter to NAME, COLLEGE within ten days.

Sincerely,

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

Scott C. Molitor, PhD

Interim Provost and Executive Vice President for Academic Affairs

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

DEAN Name

Title and College

Acceptance of the above proposed terms of appointment by **NAME**.

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

**NAME**  Date