Offer Letter Guidelines

Effective ______________

System regulations and university rules require certain elements to be present in every offer letter. The reason for this requirement is proper compliance with current policies, clarity in the communication and protecting the institution from any potential exposure to liability.

When drafting an offer letter, you must include the required and necessary contingency statements for all positions, tenure, tenure-track, and non-tenure-track. Accordingly, a properly drafted offer letter for all positions (tenure, tenure-track and non-tenure-track) must contain the following:

☐ A disclosure indicating the need for final administrative approval, for example: “Upon acceptance of this offer, your employment will require further and final administrative approval”. OR for TOA, “The offer of tenure is contingent on the approval by the University and System Administration and the Board of Regents.”

☐ All necessary and required contingency statements:
“This offer is contingent upon your ability to provide employment eligibility documentation to work in the United States as required by federal law. In addition, the approval of this offer is also contingent upon the successful completion of the degree verification and criminal background check processes, and your compliance with the Selective Service law if applicable to you. In order to help expedite the administrative approval, we request that you visit the following website: http://dof.tamu.edu/Forms/Download-Forms. Please complete, sign and submit to us the Transcript/Degree Verification form. For any foreign degree/s you may have, please proceed with requesting the official transcript from the institution, and request that they be mailed directly to the Dean of Faculties, Texas A&M University, 1126 TAMU, College Station, Texas, 77843-1126. You will be reimbursed for costs (verifiable by receipt) associated with obtaining the verification/s after the hire date up to $30.00. If this cost is exceeded, prior approval is required from the Dean of Faculties office. As for the criminal background check, instructions are attached on how this process will be conducted. This offer will not become final and thereby vest until the degree verification and criminal background check have been successfully verified and cleared by the Dean of Faculties Office.”

(***NOTE Please encourage your hiring coordinators to follow up with an email reminding the new faculty member to order the foreign degree transcripts, and that email needs to have the statement about checking with the DOF if the expense is over $30. ***)

☐ If the offer letter includes a granting of tenure on arrival it must contain the following additional provision:
“Offer of tenure on arrival is contingent on the approval by the University and System Administration and the Board of Regents.”

For your guidance and convenience sample offer letters are posted on our website. These samples detail what the letters must contain in order to be in compliance. While you are free to change the wording on the sample as you deem appropriate and necessary, we do require, however, that the contingency paragraphs be inserted in your offer letters as provided herein (please feel free to copy and paste).

WHAT HAPPENS IF OFFER LETTER IS LACKING THE CONTINGENCIES?

The offer letter is a key element of the employment of the faculty member. If the offer letter lacks the necessary and required contingencies:

• We would be out of compliance with the applicable System regulation and University rule.

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• We may ask you to clarify and document with the prospective faculty member the fact that the offer is contingent.

• As a practice point, approvals to hire will not be signed until the Dean of Faculties receives notice that the degree verification process and the background checks have been successfully verified and cleared. Therefore, you will not be able to employ the faculty member until such time in which verification and clearance has been obtained and the hire has been approved by the Dean of Faculties. Only under very extraordinary circumstances, will you be able to request permission for temporary placement pending background check completion, or permission to commence employment pending official transcripts and/or verification of degree completion.
SAMPLE OF OFFER-TO-HIRE LETTER
TENURED ON ARRIVAL POSITIONS
(NOTE: The Department Head must sign Offers of Employment)

PLEASE READ BEFORE PROCEEDING
This sample is provided only with the purposes of serving as guidance to the academic department head on what an offer letter must contain for the purposes of compliance with University rules and System policies. This is not a template. A properly drafted offer letter for all tenure on arrival positions must contain the following:

☐ A disclosure indicating the need for final administrative approval (as provided in first sentence of the MANDATORY GENERAL CONTINGENCIES IN OFFER section below). For tenure on arrival, the offer of tenure is contingent on the approval by the University and System Administration and the Board of Regents.
☐ All necessary and required contingency statements (employment authorization, criminal background check, degree verification, as provided in the sample below).
☐ If the offer letter includes a granting of tenure on arrival it must contain the following additional provision: “Offer of tenure on arrival is contingent on the approval by the University and System Administration and the Board of Regents.”

(Date)
Dear Dr. __________________:

MANDATORY CONTINGENCY IN OFFER FOR TENURE ON ARRIVAL: The purpose of this correspondence is to extend to you a formal offer of employment as a tenured (Full Professor, Associate Professor) in the Department of ______________________ at Texas A&M University. Note, however, that the offer of tenure is contingent on the approval by the University and System Administration and the Board of Regents. Your official start date will be _______________ (day/month/year).

The offer of __________________ (Full Professor, Associate Professor) is at a salary of $ _______________ (monthly/annual). (If not employed full time, please enter the percentage of FTE and the monthly salary earned). In addition, you will receive (state any other salary package offered and support). (If not employed full time, please enter the percentage of FTE and the monthly salary earned).

The Department will provide you with __________________ (indicate office, equipment, startup funds and any other financial, tangible or intangible support).

As an __________________ (Full Professor, Associate Professor) your duties for the position will include (describe in detail the duties of the job). In addition you will be responsible for (describe in detail additional responsibilities assigned to the faculty member such as research and service). You will be expected to __________________ (relate in detail the expectations).

This position is eligible for a generous benefits package and participation in a retirement program. Upon employment, you may choose to immediately enroll in a Texas A&M University System sponsored insurance plan, including health insurance, provided you pay the full cost of premiums. You may also defer enrollment in a health plan until the first of the month following a 60-day waiting period from your date of hire. At this time the State of Texas will pay for a significant portion of the total health insurance premium amount. This position also participates in a retirement program effective on your date of hire.
Since you will be making your benefit selections on or before your first day of work, you may want to familiarize yourself with the New Employee Benefit Enrollment Booklet which can be found at http://assets.system.tamus.edu/files/benefits/pdf/guidebooklet.pdf. You can also go to http://employees.tamus.edu/benefits to find more detailed information. An annual performance review is conducted for all faculty members (describe the performance review according to the position offered).

MANDATORY GENERAL CONTINGENCIES IN OFFER: “This offer is requires further administrative approval and is contingent upon your ability to provide employment eligibility documentation to work in the United States as required by federal law. In addition, the approval of this offer is also contingent upon the successful completion of the degree verification and criminal background check processes, and your compliance with the Selective Service law if applicable to you. In order to help expedite the administrative approval, we request that you visit the following website: http://dof.tamu.edu/Forms/Download-Forms. Please complete, sign and submit to us the Transcript/Degree Verification form. For any foreign degree/s you may have, please proceed with requesting the official transcript from the institution, and request that they be mailed directly to the Dean of Faculties, Texas A&M University, 1126 TAMU, College Station, Texas, 77843-1126. You will be reimbursed for costs (verifiable by receipt) associated with obtaining the verification/s after the hire date up to $30.00. If this cost is exceeded, prior approval is required from the Dean of Faculties office. As for the criminal background check, instructions are attached on how this process will be conducted. This offer will not become final and thereby vest until the degree verification and criminal background check have been successfully verified and cleared by the Dean of Faculties Office.”

(**NOTE Please encourage your hiring coordinators to follow up with an email reminding the new faculty member to order the foreign degree transcripts, and that email needs to have the statement about checking with the DOF if the expense is over $30. **)

We are delighted at the prospect of your joining the faculty at Texas A&M University (closing statement).

Sincerely,

Dept Head.

Signature __________________________ Date ____________

I accept the terms and conditions of this agreement:

Signature __________________________ Date ____________
(Date)

Dear Dr. ______________:

You are offered a tenure-track appointment at the Assistant Professor level in the Department of ______ at Texas A&M University. This is a tenure-track position and the standard seven-year maximum probation period is applicable. The term of your appointment is 9-months, and this term will be renewed annually contingent upon adequate performance (see enclosed Tenured and Promotion Guidelines and Annual Performance Evaluation Guidelines). Your official start date will be ______ (day/month/year) [If applicable, please specify if this is a joint appointment as per System Reg. 33.99.06 and/or if the work will be performed at an academic department].

Given your prior experience, you’ll be given X years of credit towards the tenure clock. This means that ... [explain the implications for tenure and promotion]. The length of your tenure clock is X years, which means that a mid-term review will take place during the xxxx-xx AY, and your mandatory promotion and tenure review will take place during the XXXX-XX AY.

The offer of Assistant Professor is at a salary of $____________ (monthly). The length of your annual appointment is X months. In addition, your start-up package consists of (state any package offered and support).

In addition the Department will provide you with ______________ (indicate office, equipment and any other financial, tangible or intangible support)

As an Assistant Professor your duties for the position will include ____________ (describe in detail the duties of the job).

In addition you will be responsible for ______________ (describe in detail additional responsibilities assigned to the faculty member such as research and service). You will be expected to ______________ (relate in detail the expectations).

This position is eligible for a generous benefits package and participation in a retirement program. Upon employment, you may choose to immediately enroll in a Texas A&M University System sponsored insurance plan, including health insurance, provided you pay the full cost of premiums. You may also defer enrollment in a health plan until the first of the month following a 60-day waiting period from your

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date of hire. At this time the State of Texas will pay for a significant portion of the total health insurance premium amount. This position also participates in a retirement program effective on your date of hire. Since you will be making your benefit selections on or before your first day of work, you may want to familiarize yourself with the New Employee Benefit Enrollment Booklet which can be found at http://assets.system.tamus.edu/files/benefits/pdf/guidebooklet.pdf. You can also go to http://employees.tamu.edu/benefits to find more detailed information.

MANDATORY GENERAL CONTINGENCIES IN OFFER: “This offer requires further administrative approval and is contingent upon your ability to provide employment eligibility documentation to work in the United States as required by federal law. In addition, the approval of this offer is also contingent upon the successful completion of the degree verification and criminal background check processes, and your compliance with the Selective Service law if applicable to you. In order to help expedite the administrative approval, we request that you visit the following website: http://dof.tamu.edu/Forms/Download-Forms. Please complete, sign and submit to us the Transcript/Degree Verification form. For any foreign degree/s you may have, please proceed with requesting the official transcript from the institution, and request that they be mailed directly to the Dean of Faculties, Texas A&M University, 1126 TAMU, College Station, Texas, 77843-1126. You will be reimbursed for costs (verifiable by receipt) associated with obtaining the verification/s after the hire date up to $30.00. If this cost is exceeded, prior approval is required from the Dean of Faculties office. As for the criminal background check, instructions are attached on how this process will be conducted. This offer will not become final and thereby vest until the degree verification and criminal background check have been successfully verified and cleared by the Dean of Faculties Office.”

(**NOTE Please encourage your hiring coordinators to follow up with an email reminding the new faculty member to order the foreign degree transcripts, and that email needs to have the statement about checking with the DOF if the expense is over $30. **) We are delighted at the prospect of your joining the faculty at Texas A&M University (closing statement).

Sincerely,

Dept Head.

Signature ______________________ Date __________________

I accept the terms and conditions of this agreement:

Signature ______________________ Date __________________
SAMPLE OF OFFER-TO-HIRE LETTER
NONTENURE-TRACK POSITIONS
(NOTE: The Department Head must sign Offers of Employment)

PLEASE READ BEFORE PROCEEDING
This sample is provided only with the purposes of serving as guidance to the academic department head on what an offer letter must contain for the purposes of compliance with University rules and System policies. This is not a template. A properly drafted offer letter for all positions (tenure, tenure-track and non-tenure-track) must contain the following:

☐ A disclosure indicating the need for final administrative approval (as provided in MANDATORY GENERAL CONTINGENCIES IN OFFER section below).
☐ All necessary and required contingency statements (employment authorization, criminal background check, degree verification, as provided in the sample below)
☐ If the offer letter includes a granting of tenure on arrival it must contain the following additional provision: “Offer of tenure on arrival is pending per approval by the University and System Administration and the Board of Regents”

(Date)

Dear Dr. __________________:

The purpose of this correspondence is to extend to you a formal offer of employment as a ____________ (Visiting Professor, Lecturer/Senior Lecturer or other applicable non-tenured teaching title) in the Department of ____________ at Texas A&M University. This is a non-tenure acquiring position. [If applicable, please specify if this is a joint appointment as per System Reg. 33.99.06 and/or if the work will be performed at an academic department].

The offer of (Visiting Professor, Lecturer/Senior Lecturer or other applicable non-tenured teaching title) is at a salary of $ ____________ (monthly/annual). (If not employed full time, please enter the percentage of FTE and the monthly salary earned).

The Department will provide you with ____________ (indicate office, equipment, start up funds and any other financial, tangible or intangible support).

As a (Visiting Professor, Lecturer/Senior Lecturer or other applicable non-tenured teaching title) your duties for the position will include ____________ (describe in detail the duties of the job).

In addition you will be responsible for ____________ (describe in detail additional responsibilities assigned to the faculty member such as research and service). You will be expected to ____________ (relate in detail the expectations).

This position is eligible for a generous benefits package and participation in a retirement program. Upon employment, you may choose to immediately enroll in a Texas A&M University System sponsored insurance plan, including health insurance, provided you pay the full cost of premiums. You may also defer enrollment in a health plan until the first of the month following a 60-day waiting period from your date of hire. At this time the State of Texas will pay for a significant portion of the total health insurance premium amount. This position also participates in a retirement program effective on your date of hire. Since you will be making your benefit selections on or before your first day of work, you may want to familiarize yourself with the New Employee Benefit Enrollment Booklet which can be found at
You can also go to http://employees.tamu.edu/benefits to find more detailed information. An annual performance review is conducted for all faculty members (describe the performance review according to the position offered).

MANDATORY GENERAL CONTINGENCIES IN OFFER: “This offer requires further administrative approval and is contingent upon your ability to provide employment eligibility documentation to work in the United States as required by federal law. In addition, the approval of this offer is also contingent upon the successful completion of the degree verification and criminal background check processes, and your compliance with the Selective Service law if applicable to you. In order to help expedite the administrative approval, we request that you visit the following website: http://dof.tamu.edu/Forms/Download-Forms. Please complete, sign and submit to us the Transcript/Degree Verification form. For any foreign degree/s you may have, please proceed with requesting the official transcript from the institution, and request that they be mailed directly to the Dean of Faculties, Texas A&M University, 1126 TAMU, College Station, Texas, 77843-1126. You will be reimbursed for costs (verifiable by receipt) associated with obtaining the verification/s after the hire date up to $30.00. If this cost is exceeded, prior approval is required from the Dean of Faculties office. As for the criminal background check, instructions are attached on how this process will be conducted. This offer will not become final and thereby vest until the degree verification and criminal background check have been successfully verified and cleared by the Dean of Faculties Office.”

(**NOTE Please encourage your hiring coordinators to follow up with an email reminding the new faculty member to order the foreign degree transcripts, and that email needs to have the statement about checking with the DOF if the expense is over $30. **)

We are delighted at the prospect of your joining the faculty at Texas A&M University (closing statement).

Sincerely,

Dept Head.

I accept the terms and conditions of this agreement:

Signature __________________________ Date __________________________