

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

<b>Extending Job Offers to Prospective Faculty</b>	<b>3-007 FISCAL SERVICES April 2013</b>
--	---

POLICY

- 1.01 A faculty vacancy exists when an official "Justification to Hire" form has been approved by the President at OSU Institute of Technology (OSUIT).
- 1.02 Offer letters inviting persons to join OSUIT as faculty are valid, only if they carry the signature of the unit leader where the vacancy exists.
- 1.03 A *Faculty Handbook* will be given to all new faculty members when completing new hire paperwork.

PROCEDURES

- 2.01 Unit leaders are responsible for initiating a "Justification to Hire" form, and formal recruitment efforts shall begin only if the request is officially approved.
- 2.02 The unit leaders will compose an offer letter to the candidate. If the original terms of the offer are altered in later correspondence with the candidate, such changes must be approved and countersigned by the President before they are valid.
- 2.03 In regard to Section 2.02, the offer letter to join the university faculty, or attachments thereto, must include the following basic terms and conditions of the appointment:
  - A. The title of the appointment;
  - B. The type of appointment (12 month);
  - C. The division, academic unit, or area in which the appointment is offered;
  - D. The effective date of the appointment;
  - E. Statement regarding benefits eligibility;
  - F. Salary information (annual amount, frequency of payment);
  - G. Expectations about summer employment and the option to waive;
  - H. A statement addressing the probationary period and conditions for continued employment;

OSU INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

- H. Possible aspects of suggested assignment (day classes, evening classes, weekend classes, on-line, special contract, or grant activities; appropriate qualifiers may be included to suggest that the actual assignment will depend on enrollments, departmental constraints, grant funding, and may vary from year to year, accordingly);
- I. General expectations of performance in assigned areas; and
- J. Conditions of employment offer (background check).

Approved: August 1996  
Revised: June 2005  
Revised: July 2009  
Revised: April 2013