

SAMPLE LETTER OF OFFER:  
**LECTURER OR SENIOR LECTURER (12-month)**

February 20, 2014

John Doe, PhD  
123 American Way  
Anytown, OH 12345

Dear Dr. Doe:

*Include personalizing comments and welcome*

For your 100% FTE appointment as Lecturer you will be compensated \$XX,XXX for the year. Summer session begins on June 16, 2014. You will be required to be on campus beginning on that day but are expected to begin preparing for your courses at the beginning of the month. You will be paid in 12 substantially equal monthly installments on the last working day of the month beginning in June for work performed during your appointment. This appointment is subject to the approval of the Board of Trustees, and your employment is subject to all rules, regulations, and policies of the university and to the availability of funds.

*Include specifics on assigned courses, holding office hours,  
date grades are due, and other obligations associated with the appointment  
Include specifics for duties during May session to qualify as a 12-month appointment*

In the event one of these courses does not attract sufficient enrollment and must be cancelled, your compensation will be reduced by \$X,XXX per course. You will be notified no later than August 15, 2014 for courses cancelled in autumn semester and no later than December 31, 2014 for courses cancelled in spring semester.

The appointment carries no presumption of academic tenure or reappointment beyond the period stated above however, it could be renewed on a yearly basis pending approval.

The university is required by federal law to verify the identity and work authorization of all new employees. Accordingly, this offer is contingent upon such verification. You will be asked by a representative of this department to complete the Form I-9 (Employment Eligibility Verification form) no later than your first day of work.

This offer is contingent on the university's verification of credentials and other information required by law and/or university policies, including but not limited to a criminal background check.

Ohio State faculty and staff are covered by the Ohio Ethics Law for public officials and state employees, and accordingly must receive and acknowledge a copy of this legislation which is enclosed. Please acknowledge receipt.

Employees at Ohio State participate in the state retirement system. Enclosed is the Human Resources form concerning your employment in a job not covered by Social Security. This form must be signed and returned to the department no later than your first day of work.

*If benefits eligible (at least 75% FTE) include the following paragraphs.*

Beginning your first day of employment you are eligible for some of the outstanding benefit programs at Ohio State. In the event your assignment is reduced to less than 75% FTE due to course cancellation, you will no longer be eligible for benefits. Be sure to check out the benefits section of our website ([hr.osu.edu/benefits](http://hr.osu.edu/benefits)) as you are given 120 days to choose a retirement plan. As a new employee of The Ohio State University, you are strongly encouraged to sign up for Direct Deposit ([www.controller.osu.edu/pay/pay-dirdep.shtm](http://www.controller.osu.edu/pay/pay-dirdep.shtm)) with a U.S. financial institution of your choosing.

The Ohio State University, in an effort to promote the health and well-being of all of its faculty, staff, students, and visitors, has chosen to maintain a tobacco-free environment. The use of all types of tobacco products is prohibited in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages, and all outside areas.

Information about benefits at Ohio State can be found at [www.hr.osu.edu/policy/empben/bluebook.pdf](http://www.hr.osu.edu/policy/empben/bluebook.pdf). Questions concerning benefits should be directed to the Office of Human Resources Customer Service Center at [service@hr.osu.edu](mailto:service@hr.osu.edu) or (614) 292-1050, 1-800-678-6010, TDD 688-3730, FAX (614) 292-6235.

*Include personalized closing and directions for acceptance of offer*