

SAMPLE OFFICIAL OFFER LETTER FROM THE PROVOST

Date

Dr. Jane Doe
Bell Laboratories
New Jersey, 00101

Dear Dr. Doe:

Upon the recommendation of [research director], director of the {research group} and the faculty within the School of Industrial Engineering, I am pleased to offer you an appointment as Assistant Research Professor of Industrial Engineering. This offer is contingent upon the approval of the University Regents.

Your direct administrative relationship will be to Dr. {Research Director}, and to Dr. John Smith, Director of the School of Industrial Engineering, and through him to the Vice President for Research and Dean of the Graduate College, Dr. T. H. Lee Williams.

Your salary will be set at the annual rate of \$ xx,xxx for twelve months of service, effective March 1, 2XXX. As a research professor, you are eligible for faculty status as defined in section XX of the Faculty Handbook, Norman Campus:

“The Research Professor position is non-tenure track, with term appointments at the rank of assistant professor, associate professor, or professor. This track is used to recruit top research scholars to support and enhance the major research programs and initiatives at the University of Oklahoma. Research professors demonstrate significant capability both to conduct high quality research and to obtain external funds. The primary responsibility of these faculty will be research and research-related activities such as proposal writing, project management, and teaching and service specifically linked to their research programs (supervision of graduate students, service for professional organizations).

The salaries awarded those appointed to these positions will be paid from grant(s) funding the research program. Initial salary and rank will be commensurate with experience and national standards. The continued appointment of these professors is dependent on their success, or the success of the research program with which they are connected, in obtaining external funding. In the event of a break in the continuity of funding during the period of a research professor's appointment, the individual may apply, with the approval of his or her research unit, for bridge funding only after three years of service, subject to two limitations: 1) the individual will be eligible for bridge funding in an amount equal to one-half the total indirect cost generated by the grants and contracts on which he or she has been appointed, up to a maximum of 12 months salary, and 2) the university will provide no more than 12 months salary, regardless of the amount of indirect cost generated.”

Your distribution of effort will be primarily focused on research, and your research director can, in consultation with you, define the specific distribution of effort across research, teaching, and service for the subsequent calendar year when completing your annual calendar year faculty evaluation. Your performance will be evaluated according to the faculty evaluation and promotion criteria established for research professors within the [School of Industrial Engineering].

{OPTION} Dr.[research director] has agreed to provide you with \$xx,xxx in start-up funds, and \$ x,xxx in moving expenses. Any qualified moving expenses paid either directly to the employee or to a third party are considered nontaxable fringe benefits, while any non-qualified moving expenses paid either directly to the employee or to a third party are includable in the employee's gross income and will be reported on the employee's W-2 and be subject to

federal and state income tax and FICA withholding. Procedures for obtaining services to move your household goods and the moving expense policy are enclosed. Please contact your department at your earliest convenience to discuss your tentative plans. More information on moving is available at www.ou.edu/purchasing/home/contracts/services.htm#services.

Your duties will consist of those customarily understood to be those of a member of the OU **research faculty** in the School of Industrial Engineering. It is expected that you will accept and follow the rules and regulations established for the governance of the University of Oklahoma as set forth in the Faculty Handbook and any additions thereto, including the current personnel regulations of the University and other rules and regulations established by the Board of Regents. All policies of the University are subject to change by the Board of Regents. The duties of a faculty member are described in more in the enclosed Faculty Handbook. You may wish to pay special attention to Section 3, "Faculty Policies and Information," which includes information about faculty appointments and the University's Patent Policy.

The University of Oklahoma also provides retirement and fringe benefits that are comparable to and competitive with similar institutions. All benefits, including health insurance, will be effective no sooner than the first of the month after the date your employment begins. If your current health insurance will not provide continuous coverage, the Benefits Office can provide information on short-term policies available from private insurers. You can obtain specific information about the University's retirement and fringe benefits by contacting the Office of Human Resources, 905 Asp Avenue, Nuclear Engineering Laboratory Room 242, Norman, Oklahoma 73019, or by attending a Benefit Enrollment meeting sponsored by Human Resources. It is important that you enroll in your benefit plans within 30 days of your employment or eligibility date. If you wish to receive information on retirement and fringe benefits before your appointment date, please contact the Benefits Office (405) 325-2963 or at <http://www.ou.edu/ohr>. Also enclosed is a New Faculty Payroll Packet which includes payroll information and several forms that require your attention.

Please sign on the duplicate of this letter over the word "Acceptance" and return it to the Office of the Provost within two weeks of receiving it. Your appointment will be presented for approval to our Board of Regents at its next meeting following the receipt of your acceptance. We are pleased about your decision to become a member of the **research faculty** at the University of Oklahoma. I look forward to receiving your formal acceptance and working with you.

Sincerely,

Nancy L. Mergler
Senior Vice President and Provost

NLM/gm
Enclosures

cc: [Research Director]
Director, School of Industrial Engineering
Dean, College of Engineering
Dr. T. H. Lee Williams, Vice President for Research and Dean of Graduate College

Acceptance

Date