



Faculty Offer Letter Procedures:

Note: the guidance here is specific to the procedures associated with the terms of the offer and the offer letter. For information specific to the procedures associated with start-up requests, please visit the [New Faculty Hire Package Guidelines](#) available from the Office of Research & Innovation.

1. Prior to completing a faculty offer letter, the Chair, Director, or Area Coordinator should have a discussion (telephone, virtual meeting, and/or email exchange will all suffice) about some of the components of the offer, most specifically **start-up funding** and **space needs**, as detailed here:
 - a. Not all faculty offers will include **start-up funding**, but those that do require some conversation with the prospective faculty member *prior to* the offer letter being written. Chairs, Directors, and Area Coordinators should talk with prospective faculty members about their start-up funding needs in the context of the expectations for the position they are being offered. During negotiations with the prospective faculty members about startup requirements, identification of any of the following requirements will require discussion with the noted contact personnel:
 - i. Funding to support major equipment purchases will also require specialized spaces to host this equipment. Contact: [Associate Vice President Yehia Mechref in the Office of Research and Innovation](#) (OR&I) and [Mr. David Dorsett, the director of research facilities](#).
 - ii. Research that involves use of experimental animal models requiring animal vivarium or specialized research facilities. Contact: [Dr. Tiffanie Brooks in Animal Care Services](#).
 - iii. Research that involves collection of samples from human populations. Contacts: [Assistant Vice President Matt Roe in Environmental Health and Safety](#) and [Dr. CassiDe Street in the Human Research Protection Program](#).
 - iv. Research that involves use or handling of highly hazardous chemicals or biological agents, or that involves recombinant and/or synthetic nucleic acid molecules. Contact: [Assistant Vice President Matt Roe in Environmental Health and Safety](#).
 - b. All faculty offers include a paragraph on **space**. Units are required to provide faculty members with office space. Some units also provide faculty members with specialized lab or studio space specific to that faculty member's expected research/creative activity. **Appropriate space to support the anticipated needs of new hires must be identified prior to advertising the position.**
 - i. Concerns about a lack of appropriate space to support intended faculty hires should initially be referred to the appropriate Dean or unit director's office for consideration of space utilization. If the space identified for new faculty hires will require renovations to meet the individual's needs, the Chair, Director, or Area Coordinator is required to inform : [Associate Vice President Yehia Mechref in the Office of Research and Innovation](#) (OR&I) and [Mr. David Dorsett, the director of research facilities](#).



- ii. Furthermore, the prospective space and its intended use as well as anticipated renovations use should be discussed with TTU Operations **at the time the position is advertised**. Contact: [Mr. Sean Childers, Assistant Vice President, Operations](#).
2. To craft the offer letter, the Chair, Director, or Area Coordinator should use one of the **CONDITIONAL Faculty Offer Letter Templates** available on the [For Chairs & Directors page of the Faculty Success website](#). Templates include letters for the following types of positions:
 - a. Tenure-acquiring:
 - i. Assistant Professor
 - ii. Associate Professor
 - b. With tenure:
 - i. Associate Professor
 - ii. Professor
 - c. Non-tenure acquiring:
 - i. Assistant/Associate/Professor of Practice
 - ii. Research Assistant/Associate Professor
 - iii. Lecturer/Senior Lecturer
3. After customizing the offer letter using the guidance provided in the template letters' margin comments, the Chair, Director, or Area Coordinator should submit the letter to the appropriate dean's office contact.
4. The dean's office should review and approve the letter prior to the unit sending the letter forward to the Provost's office for review.
5. After receiving approval from the dean's office, the unit should add to the offer letter the Offer Letter Cover Page, available on the [For Chairs & Directors page of the Faculty Success website](#). This Cover Page must accompany the offer letter when it is routed forward.
6. Here are the required routing steps for **CONDITIONAL offer letters including a start-up package**:
 - a. Units should send these via email to Vice Provost for Faculty Success (VPFS) [Genevieve Durham DeCesaro](#). The offer letter must be accompanied by the Offer Letter Cover Page, available on the [For Chairs & Directors page of the Faculty Success website](#).
 - b. If approved, the VPFS will notify the unit and forward the offer letter to [Josie Solis](#), Interim Sr. Director of Finance and Administration in OR&I.
 - c. ORI will review and will send your unit a notification when your CONDITIONAL offer letter is approved.
 - d. After your CONDITIONAL offer letter is approved, you send it to your prospective faculty member. That person will return the letter, signed, to your unit.



- e. Once the signed, CONDITIONAL offer letter is returned, you will initiate the request for an OFFICIAL offer letter. [The form for the OFFICIAL offer letter request is available here](#). If needed you can also find it in [OP 32.16, Attachment E](#).
7. Here are the required routing steps for **CONDITIONAL offer letters without a start-up package**:
 - a. Units should send these via email to VPFS [Genevieve Durham DeCesaro](#);
 - b. The VPFS will notify your unit when your CONDITIONAL offer letter is approved.
 - c. After your CONDITIONAL offer letter is approved, you send it to your prospective faculty member. That person will return the letter, signed, to your unit.
 - d. Once the signed, CONDITIONAL offer letter is returned, you will initiate the request for an OFFICIAL offer letter. [The form for the OFFICIAL offer letter request is available here](#). If needed you can also find it in [OP 32.16, Attachment E](#).
8. Units should allow up to two work weeks for complete review of all submitted conditional offer letters. This means that, if a letter is sent to the VPFS on Friday, January 13th, it could take up to two weeks for your unit to be notified that the package is approved. Please build enough time into your hiring process to allow for this review.

Questions: Contact Vice Provost for Faculty Success Genevieve Durham DeCesaro .
