

Offer Letter Language

Pre-offer language:

Dear XXXX,

Assuming our recommendation is approved by the President and Provost of the University, you will receive an offer letter from the (divisional associate dean for non-regular hires, Dean for regular hires) of the College offering you the position of (insert rank).

Insert terms.

Research language:

Regular hires:

- You will receive a research and professional development fund in the amount of \$XXXX. These funds are reviewed annually and additional funds are added according to the availability of funds and evaluation of your scholarship and/or professional activity. Please note: all expenditures made from a faculty research and professional development account must comply with all applicable University policies and procedures. All items/assets purchased or reimbursed with the account remain the property of the University.

Visitors:

- You will receive a research and professional development fund in the amount of \$XXXX. Please note: all expenditures made from a faculty research and professional development account must comply with all applicable University policies and procedures. All items/assets purchased or reimbursed with the account remain the property of the University and must be returned to the University at the end of your contract.

Moving language:

Full, endowed, and non-domestic* hires:

- The University will pay all reasonable moving/relocation expenses as defined by [Notre Dame Policies](#). Taxable moving expenses include all items found [here](#). For your convenience, you may arrange to have one of the preferred moving vendors directly bill the University for payment. Otherwise, reasonable expenses will be reimbursed upon submission of receipts and filing of an expense report. The University has three preferred moving vendors: Wiltfong/United Van Lines, Wheaton/Crown Moving & Storage, and Stevens

Worldwide Van Lines. The use of one of our preferred vendors is optional but offered as a convenience. If you have any questions, please contact [T.D. Ball](#), Staff Accountant, or [Michelle LaCourt](#), Sr. Director of Finance and Administration, and they will be happy to address any questions associated with your move. Please note: All moving and relocation expense reimbursements, whether paid directly to an individual employee or paid indirectly on the employee's behalf to a third-party vendor, will be considered taxable income to the employee and will be reported as income.

*Non-domestic moves include all regular ranks: assistant, associate, full, and endowed (T/TT, TPAC, and Research).

Assistant and Associate:

- Effective January 1, 2018, new assistant or associate faculty (T&TT, TPAC, & Research) will receive up to 1/9th of their initial annual salary with a maximum of no more than \$12,000.

When their 1/9th is under \$12,000, the language should read as follows:

- The University will pay up to 1/9th of your initial salary for reasonable moving/relocation expenses as defined by [Notre Dame Policies](#). Taxable moving expenses include all items found [here](#). For your convenience, you may arrange to have one of the preferred moving vendors directly bill the University for payment. Otherwise, reasonable expenses will be reimbursed upon submission of receipts and filing of an expense report. The University has three preferred moving vendors: Wiltfong/United Van Lines, Wheaton/Crown Moving & Storage, and Stevens Worldwide Van Lines. The use of one of our preferred vendors is optional but offered as a convenience. If you have any questions, please contact [T.D. Ball](#), Staff Accountant, or [Michelle LaCourt](#), Sr. Director of Finance and Administration, and they will be happy to address any questions associated with your move. Please note: All moving and relocation expense reimbursements, whether paid directly to an individual employee or paid indirectly on the employee's behalf to a third-party vendor, will be considered taxable income to the employee and will be reported as income.

When a 1/9th exceeds \$12,000, the language should read as follows:

- The University will pay up to \$12,000 for reasonable moving/relocation expenses as defined by [Notre Dame Policies](#). Taxable moving expenses include all items found [here](#). For your convenience, you may arrange to have one of the preferred moving vendors directly bill the University for payment. Otherwise, reasonable expenses will be reimbursed upon submission of receipts and filing of an expense report. The University has three preferred moving vendors: Wiltfong/United Van Lines, Wheaton/Crown Moving & Storage, and Stevens Worldwide Van Lines. The use of one of our preferred vendors is optional but offered as a convenience. If you have any questions, please contact [T.D. Ball](#), Staff Accountant, or [Michelle LaCourt](#), Sr. Director of Finance and Administration, and they will be happy to address any questions associated with your move. Please note: All moving and relocation

expense reimbursements, whether paid directly to an individual employee or paid indirectly on the employee's behalf to a third-party vendor, will be considered taxable income to the employee and will be reported as income.

Teaching Language for Regular Faculty:

Offers with no course reductions:

- Typically, you will have a 2:2 teaching schedule. All teaching schedules are subject to change based on performance and the discretion of the Dean of the College.

Offers with course reductions:

- Typically, you will have a 2:2 teaching schedule. During the academic year XX, you will have one course reduction. At no time can you reduce to a zero teaching schedule. All teaching schedules are subject to change based on performance and the discretion of the Dean of the College.