

## **Faculty Employment Offer – Conditional Terms of Offer**

This email will confirm our phone conversation today wherein we discussed the authorization that I received from the University administration to make a job offer to you. I am authorized to offer you a tenure-track, assistant professor faculty position at Texas State University to begin in fall \_\_\_\_ at a nine-month salary of \$\_\_\_\_\_.

There is generally an opportunity for summer teaching but summer teaching is optional (an approximate value of \$\_\_\_\_\_). The option to teach and the teaching load in the summer will be available pending need and the availability of funds.

**OPTIONAL:** If the terminal degree is a requirement and the candidate has not yet completed the degree, the contract should include “This offer of employment is contingent upon the successful completion of the doctorate by the date of hire.”

### **OR**

If the doctorate is not completed by 7/1/XX, you will be issued a terminal contract. (Ex: If hired 9/1/12, the completion date is 7/1/13)

**OPTIONAL:** You are being awarded a stipend in the amount of \$\_\_\_\_\_ for curriculum/program development work that you will complete during the summer prior to your first Fall semester at Texas State.

The teaching load during the first year will be a X/X load (X courses in the fall and X courses in the spring). After the first year, your teaching load will be a X/X load. We do not know which courses you will teach, but will work closely with you to develop a teaching schedule that will allow focused research time, and that will minimize the number of course preparations you will have during the first couple of years of teaching.

Your office is room XXX in the XX Building.

**OPTIONAL:** You are allocated lab space in room XXX in the XX Building.

In addition to the excellent retirement and health insurance benefits that are available to full time faculty members, you will also receive a new computer and printer for University use (approximate value of \$3,000). As a faculty member in our department, you will be allowed an annual allocation of approximately \$\_\_\_\_\_ to add books/materials to the Alkek Library collection in your areas of expertise.

The department generally has travel money that allows a tenure-track faculty member to attend and present papers at X conferences held in the United States.

### **OR**

The department has travel funds that it allocates according to a formula managed within the department. Typically, each tenure-track faculty member annually can expect \$\_\_\_\_\_ in funds to support expenses for presenting at conferences in the United States.

There are state travel rules that control the amount and documentation required for reimbursement of those travel expenses. Limited department funds may be available for overseas travel to present at conferences or other venues.

**OPTIONAL:** You are awarded start-up funding for your research program in the amount of \$\_\_\_\_\_. You must expend your start-up funds by the end of the second year of your appointment.

I believe this is a complete summary of our discussion. You agreed to respond to this email to let me know if you accept this job offer. You may also call me at \_\_\_\_\_ if you have questions. As you consider this offer, please remember that there is no state income tax in Texas, the cost-of-living in this area is lower than the cost-of-living on the east or west coast, the state economy is relatively stable, we have a diverse and inclusive campus community, and we are located in a beautiful area of the Texas hill country. I look forward to hearing from you.