CALS OFFER LETTER TEMPLATE FOR TENURE-TRACK PROFESSORIAL FACULTY

Notes to Chair/Director
This template letter assumes that not all offer situations are the same and that descriptions of duties, levels of college support, and the distribution of work effort need to be determined on a case-by-case basis. Similarly, each offer letter should be personalized to the extent that the specific contribution of a prospective faculty member to the unit can be referenced. However the letter is personalized, the successful candidate ought to be able to imagine a positive relationship with the unit and the onset of a successful career. This point goes to retention, of giving the new professor the feeling that s/he will be integral to something particular: a new thrust, a revitalized subject, a priority program.

Administrative Notes
- This letter, including all enclosures, must be approved by the SrAD office before being sent to the candidate; the SrAD office will engage HR for review/approval as appropriate.
- Please use track-changes when working on the letter to facilitate the SrAD review.
- Please remember to include the approved position description with this offer letter, and if appropriate the Coldwell Banker brochure.
- Please do not send the offer letter to the complete cc: list until after the candidate has signed. Once the offer letter is signed, please send the signed letter and the candidate’s CV to the complete cc: list.

Offer Letter Template
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Dear __________:

Upon the enthusiastic recommendation of the faculty, and with authorization from the Dean, I am delighted to offer you the position of ________ in the [specify unit] ________, College of Agriculture and Life Sciences, Cornell University. The responsibilities of this position are described in the enclosed position description, and include duties ___% in research ___% in [teaching or extension]. Your starting salary will be $_______________. Formal details of your appointment, benefits, and policies are located in the enclosed appendices.

[For Associate or Full Professors: Include wording such as “... Associate Professor of XXX (without tenure) in the [specify unit] of ________, College of Agriculture and Life Sciences, Cornell University. Please understand that every faculty member, no matter what the starting rank, must go through a review process before being awarded tenure at Cornell. We can begin the tenure review process as soon as you wish, even before your arrival on campus. I am happy to discuss the details of our tenure review process with you.”]

We are confident we can provide a stimulating and supportive environment. [Personalize with specific references to new relationships between the candidate and the unit, noting research subjects, specialized knowledge, skills, teaching acumen and the like.] We are excited about the prospect of you joining us and hope that you will accept our offer. Please feel free to call me at any time if you have questions.

Please respond to this offer by _________. If you need more time to come to a decision, please let me know.

Please formalize your acceptance by signing and dating this offer in Appendix F (in the two spaces indicated, ‘translation request’ and ‘acceptance’) and returning a copy to me by e-mail. I look
forward to hearing from you, and hope that you will join our [section, department, division, or school].

Sincerely,

Name
Title

cc:   Kathryn J. Boor, the Ronald P. Lynch Dean
      Max J. Pfeffer, Executive Dean
      Beth A. Ahner, Sr. Associate Dean
      Amy R. McCune, Sr. Associate Dean
      (if Teaching) Donald R. Viands, Associate Dean
      (if Extension) Christopher B. Watkins, Associate Dean
      Peter D. Paradise, Associate Dean
      Tamara M. Shollenberger, HR

Enclosures:   Appendices
              Position Description
              CALS Relocation Assistance Program Brochure
Appendices

Formal Appointment Details and Benefits Information

Appendix A - Appointment
Your appointment is to a tenure track-position in the Department/School of _______________. The position is full time for the 9-month academic year. Your official appointment to the university will begin [July 1, year]. Note that other start dates are available/negotiable though tenure cycles and sabbatic credits may be affected.

[For Assistant Professors] Your initial appointment as an Assistant Professor will be for three years, through [specify date]. For tenure-track Assistant Professors, there is typically a six year probationary period, consisting of two, three-year appointments. During the third year, a reappointment review will be conducted by the unit with a recommendation to the Dean. The review evaluates your performance in research, teaching or extension, advising, and service. Reappointment for a second three-year term depends on a satisfactory review. University policy requires that the tenure decision is made no later than during the sixth year. Tenure decisions are based upon excellence of research and [teaching or extension] performance and potential for future contributions in your discipline, and in part upon the match between your competence and institutional priorities. Your program should be recognized as among the best domestically and internationally through the dissemination of your investigations in peer reviewed literature. Further details on performance expectations and the evaluation process can be found in the Faculty Handbook, [modify if this is not a CALS line]. During your probationary period, we will do our best to mentor your academic activities toward a successful career. In our unit, the mentoring process involves __________________________________________. The college requires an annual review of your performance by the [chair or director].

[For Associate or Full Professors: Note that the initial appointment can be no longer than five years. The tenure review process must be completed within this five year period.] Your appointment as an Associate Professor will be for five years through [specify date]. (IF APPROPRIATE: Given your considerable experience already at a top-tier university at this academic rank, you can at your discretion request an early tenure decision, based on consultation with the [specify department chair, section chair or division/school director] and other faculty.) University policy requires that appointments as untenured Associate Professor be reviewed for tenure not later than during the fifth year of full-time employment. Tenure decisions are based upon excellence in research and [teaching or extension] performance and potential for future contributions in your discipline, and in part upon the match between your competence and institutional priorities. Your program should be recognized as among the best domestically and internationally through the dissemination of your investigations in peer-reviewed literature. Further details on performance expectations and the evaluation process can be found in the Faculty Handbook, [modify if this is not a CALS line].

Please be advised that this offer is contingent upon satisfactory verification of employment eligibility. Prior to beginning work, you will need to present documentation of identity and employment eligibility. In compliance with the Immigration Reform and Control Act of 1986, your employment at Cornell can begin only after adequate documentation has been presented.
The college strives to be competitive with salary and the university provides an attractive benefits package. Your starting salary will be $__________ for the academic year, paid in equal, semi-monthly installments throughout the calendar year. You may supplement your income from external grants, or summer session teaching, for up to 2.5 months each summer. [If negotiated with your senior associate dean in the context of the total salary and startup, add the following: For your [first year/each of your first two years] here, the College of Agriculture and Life Sciences will provide up to two month’s summer salary; you may only supplement an additional 0.5 month during a summer that you receive such support from the college. You are eligible to receive this summer salary following completion of your first spring semester.] Your salary may increase annually upon action of the college and on the basis of a satisfactory performance review by the [chair or director]. All university appointments are made contingent on continued availability of funds, available work, and successful performance.

i. **Start-up Funds**
   [This paragraph will vary by distribution percentages and unit.] To help establish your research program, we will provide a start-up package of $__________ derived from university, college and unit funds. These may be used to cover the purchase of equipment and supplies, salaries for personnel, and research-related travel for you and/or students. [If candidate has office/lab at other institution: Start-up funds may also be used to finance the relocation of your existing office/laboratory to Cornell University.] In addition, you will have access to shared equipment and other items, and we may be able to provide some used but fully-functional equipment that will reduce your start-up expenses. You will be able to place orders using these funds before arriving at Cornell, if that will facilitate a smooth start to your program here. Expenses may be drawn against your start-up account; the college will provide the necessary funding into your start up account as expenses are charged, up to total amount of your start-up package, noted above. There is no deadline for spending your start-up funds.

ii. **Research and Grant Support**
   We expect that you will develop and maintain a program of funded research and peer reviewed publication in a field appropriate to your scholarship. We expect your research effort will concentrate initially on [personalize this reference]. [For social science faculty only, insert: Cornell provides a rich milieu for research and collaboration in the social sciences and humanities. Our renowned centers and institutes include the Institute for the Social Sciences (http://socialsciences.cornell.edu/), the Survey Research Institute (https://www.sri.cornell.edu/sri/), the Cornell Institute for Social and Economic Research (CISER) (https://www.ciser.cornell.edu/) within The Research Division.] We will help in any way we can to facilitate the submission of grant proposals. The administration of grants is carried out by the unit’s and the college’s accounting staffs.

   [For faculty transferring from another institution: If you transfer any grant agreements from the University of ______________ to Cornell University, we will accept the indirect cost rate associated with those awards and not require use of the current Cornell rate. If the grant is renewed it will be subject to Cornell University’s IDC rates.]

iii. **Teaching and Advising Duties**
   [This paragraph may vary by distribution percentages and unit.] During your first year, teaching expectations will be reduced so that you will able to concentrate on establishing your research program at Cornell. During this year, we will also discuss how our curriculum can be enriched by your expertise. You will be expected to teach [specify details of number of courses or course content]. After the first year, your teaching effort will be expanded to include [specify details] so that your teaching responsibilities are comparable to other faculty in the [specify section, department, division, or school] with a similar teaching effort.
Specific teaching responsibilities are negotiated with the [chair or director] as curriculum needs evolve.

[Retain this paragraph even if no formal teaching effort exists.] You will be expected to advise undergraduate students, mentor graduate students, serve as a minor member on the committees of other graduate students, and, when possible, to provide research opportunities for undergraduates. You will become a member of the Graduate Field of ________, and may apply for membership to other graduate fields. In addition, you will be asked to serve on some committees for the [Specify section, department, division, and/or school], the college and the university, but less effort is expected in this regard from junior faculty than from tenured faculty.

[For faculty transferring from another institution.] Any graduate students who wish to transfer with you from ______ University to Cornell University will need to follow the policies of the Cornell Graduate School.

iv. Extension Duties
[This paragraph may vary by distribution percentages and unit.] During your first year, you should begin establishing contacts with key stakeholder audiences, and engage in understanding the needs of these audiences to inform the development of your extension program. By the second year, you should have a plan in place for conducting your extension responsibilities and begin providing focused programs to meet these stakeholder needs. The Department Extension Leader and the Associate Director of Cooperative Extension are available to discuss appropriate program direction.

v. Space and Administrative Support
[If there are no lab needs, adjust the following wording accordingly.] We assign staff and student space on an as-needed basis. This allows us to facilitate programs as they grow or shrink, rather than have spaces assigned permanently to individual faculty and associated staff and students. Initially, your office will be in Room (number, building) and your lab in Room (number, building). Basic furnishings will be provided for your office and lab; any specialized equipment should come from your start-up funds. Necessary laboratory renovations will be handled separately. A shared administrative assistant will provide support part time.

vi. Sabbatical Leave
A sabbatical leave of one semester at full pay, or two semesters at half pay, is possible for each twelve semesters of service.

Appendix B – Benefits
To ensure a smooth transition and your timely access to important resources (benefits and email), including your appointment to payroll, we need you to provide us with additional information as well as confirm your preferred email address. Please visit and complete the CALS Fact Sheet. http://cals.cornell.edu/about/leadership/ofa/hr/

Once we have received your signed offer letter, and you have provided the additional information on the CALS Fact Sheet, you will receive an email at your preferred email address that will contain information on how to activate your Cornell University network identification (NetID). Establishing your NetID will allow you to activate your Cornell University email account, receive access to additional information to help you prepare for a successful start at Cornell, and schedule your onboarding appointment. The onboarding appointment can be scheduled prior to your first day of work on a voluntary basis but must be scheduled no later than your first day of employment.
Fringe benefits of the position include health care coverage, long term disability, life insurance, retirement contributions, Cornell Children's Tuition Scholarship, employee assistance program, and other benefits as outlined for contract college faculty and academic staff at https://hr.cornell.edu/benefits-pay.

Cornell University offers a generous benefits package and educational, social and recreational opportunities. You will be covered under the provisions of the university's and contract colleges’ current benefit programs. As a contract college employee, you will be able to enroll in your group universal benefits online; you will also need to attend a benefits enrollment session to enroll in your health, dental and retirement benefits. More information regarding benefits will be shared with you at your onboarding appointment. New York State provides 56 days from the start of your appointment to register for the State Health Insurance; once you register coverage becomes effective on the 57th day following your appointment date. Per NYS policy, failure to enroll within the 56 days will result in a 10-week waiting period if you subsequently register. It is critical that you attend the scheduled benefit enrollment session. There is a 6-month waiting period before dental insurance coverage becomes effective. To familiarize yourself with the many benefits available to you, please refer to Cornell's benefits web site: http://hr.cornell.edu/benefits/. If you have any questions relating to benefits prior to your scheduled session, feel free to contact the Benefits Office at (607) 255-3936.

As an exempt employee, you will be responsible for recording health and personal time taken in the university's Workday system. As an academic year appointee, vacation time does not accrue.

Appendix C – Relocation of Home and Tax Implications
The College will provide a flat $3,000 one-time payment, subject to taxes and withholdings, to assist you in offsetting travel costs associated with house-hunting trips in Ithaca prior to your relocation and with your final travel to Ithaca when starting your appointment. You may use these funds as you see fit; there will be no expectation to provide receipts. The payment will be included in your first paycheck. This payment is separate and distinct from the expenses associated with your final household goods move to Ithaca, NY. Cornell University engages Coldwell Banker Relocation Services to support our faculty in relocating household goods, and these services are outlined fully in the attached Relocation Assistance Program document.

Cornell University engages Coldwell Banker Relocation Services (CBRB) to support our faculty in relocating household goods, and these services are outlined fully in the attached Relocation Assistance Program document. Cornell will directly pay the costs of this household goods move to CBRB. This payment is taxable income and is subject to all income and employment taxes. You will be obliged to refund the amount of this moving allowance to Cornell if you voluntarily leave Cornell before you complete one year of employment.

Appendix D – Cornell University Inventions and Related Property
As a condition of this appointment, you must sign the Cornell University Inventions and Related Property Assignment Form (IRPA) at your Onboarding Center appointment. IRPA forms are completed by all academic appointees within three (3) business days of the appointment effective date. If the IRPA form is not signed within three business days, the appointment will be terminated effective on day four (4).

Appendix E – Culture of Respect
As part of its commitment to diversity and inclusion, Cornell is making a concerted effort to ensure that our community can identify potential acts of sexual violence, harassment, or discrimination and know who to contact for consultation. Our aim is to make sure Cornell's campus remains a safe and respectful academic and workplace environment focused on education. All employees are required to take this online course as part of our ongoing education and training mandates. Building a
Culture of Respect addresses how to respond should faculty or staff learn a member of our community has experienced any type of sexual violence, harassment, or discrimination. It also lets faculty and staff know how to file a complaint. You will be automatically registered in the “Building a Culture of Respect” program via CULearn and will receive an email on your first day of work with a direct link to the course. The course will take 45 to 50 minutes to complete, and must be completed within 30 days of the start of your employment. Upon completion, you will receive an email confirmation.

Appendix F – Acceptance of Offer

Translation Request

I have indicated below if I request to have the terms of my offer presented in a language other than English. (Translations are available in the following languages: Spanish, Chinese, Haitian Creole, Korean, Polish and Russian).

Indicate Primary Language (if not English) ________________________

I request that the terms of my offer be presented in my primary language indicated above. Circle one (circle ‘no’ if English is acceptable):    Yes           No

_________________________________  ______________
Signature                     Date

Acceptance

I understand and accept the conditions as described in the above offer.

________________________________  ______________
Signature                     Date

Insert Position Description Here (or attach position description to email as separate document)
Relocation Assistance Program

Welcome to Cornell University!

We are very pleased that you are joining our University. Our faculty and staff are our most valuable assets and our future. We are confident that you will find our University a dynamic and rewarding community in which to work. We know that your ability to be successful and make an immediate impact in your new position can be directly affected by your ability to relocate quickly and efficiently. With this in mind, we have engaged the services of CBRB Relocation to assist you with the details of your move to Central New York.

CBRB Relocation has been assisting employees in transition for more than 37 years and we are confident that you and your family will receive the highest level of service. Questions regarding your relocation package options provided in your offer letter should be directed to your supervisor or local HR representative.

Your designated CBRB Relocation program consultant is Monica Varea. Monica will be in contact with you soon to coordinate all relocation services on your behalf and to answer any questions regarding your relocation package. She will provide assistance with service provider issues including van lines, real estate agents, and others. Please do not contact any real estate agents or household goods providers until you speak with her. Should you need to connect with her immediately, please find her contact information below:

**CBRB Relocation Program Consultant:**
**Monica Varea, Relocation Specialist, Corporate Services**
**Phone:** (781) 684-4930
**Email:** monica.varea@nemoves.com

Your designated CBRB Relocation program consultant will facilitate the following details of your relocation package to ensure your move is smooth, timely, and as stress-free as possible:
Shipment of your Household Goods
Arrangements have been made with household goods carriers that provide very competitive pricing and great service. CBRB Relocation will help arrange for a representative from a preferred Cornell University carrier to conduct an on-site estimate of the cost of transporting your household goods to the Ithaca area. This benefit will include pack, load, and delivery of goods, and $120,000 replacement value coverage and will be direct-billed to the University on your behalf. Relocation expenses will cover normal household items not exceeding a maximum weight limit allowance of 5,000 pounds of belongings per person, up to a total of 25,000 pounds. Please speak with your CBRB Relocation program consultant regarding allowable services and restrictions for the movement of your goods.

Storage of your Household Goods
The University will cover the cost of thirty days of storage for your household goods, if needed. This expense will be direct-billed to the University on your behalf.

Automobile Shipment
In the contiguous United States, if the distance from your old home to campus exceeds 1,000 miles, CALS will cover the cost of one automobile shipment to the new location. This service will be arranged by the CBRB Relocation program consultant and will be direct-billed to CALS on your behalf.

CBRB will help you Sell Your Current Home, and you are eligible for a Home Sale Cash Rebate
We want CBRB Relocation to work with you to help you identify, select and monitor the marketing efforts of a real estate agent and agency to sell your home. Please allow the CBRB Relocation program consultant to make the initial contact with a real estate company/agent. The program consultant will provide you with at least two agencies for you to interview to make a final selection.

The sale of your current home is essential to your ability to move forward with permanent housing in this area. It is CBRB Relocation’s goal to market your home aggressively to generate a sale for the best price and terms in the shortest amount of time.

Home Sale Cash Rebate
Additionally, by participating in the CBRB Relocation Marketing Assistance program, you will have the added benefit of receiving a cash rebate on your home sale. To be eligible to receive the rebate you must use a broker referred by CBRB Relocation to list and sell your home. A rebate check will be mailed to your home approximately two weeks after the closing.
Schedule of Cash Rebates:

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*The ability to pay a cash rebate may be modified by State law or prohibited in some States.

CBRB will help you Locate a New Home, by connecting you with a Real Estate Agent or Agents in Ithaca and Surrounding Areas

The CBRB Relocation program consultant will identify and connect you with a real estate agent or agents who will show you housing in the communities of interest to you. It is important for you to receive detailed, factual information from reliable sources about the communities in the greater Ithaca area that are commutable to the Cornell campus. We have asked that CBRB Relocation familiarize you with these communities and the home purchase or rental housing within those communities that meet your needs. The program consultant will provide you with information about communities, reliable websites, as well as anecdotal information about the area to help you choose the best community for you and your family.

Community Information

CBRB Relocation will provide a variety of online resources to assist you with becoming acquainted with the Ithaca, NY area and its surrounding counties. The following link is designed to provide quick access to a detailed overview of your new community. Please do not hesitate to ask the CBRB Program consultant for any information or resources throughout your relocation.


Relocation of Laboratory/Nonresidential Office Goods

Please note that faculty are also welcome to use Coldwell Banker Relocation Services to manage the relocation of any laboratory and nonresidential office goods; such services may be purchased separately and billed to a start-up account.