

Gender Equity Project
Offer Letter Template by Category

Introduction

Dear XXX,

I am writing to offer you a full-time tenure track faculty appointment at Hunter College at the rank of XXX Professor in the Department of XXX.

CUNY – Bylaws and Collective Bargaining Agreement

- As is the case for all faculty appointments at Hunter College, this appointment is subject to the approval of the Board of Trustees of the City University of New York and subject to financial ability.
- The terms and conditions of employment are those of CUNY's Bylaws and the collective bargaining agreement between the University and PSC-CUNY, the labor union representing faculty and staff.
- A copy of the Bylaws is attached to this letter and the PSC-CUNY contract can be found online.

Dates

- Letter Date
- Start date -- effective XXX

Salary

- Your starting salary in this rank will be \$XXX.
- Your salary is for the nine-month academic year and can be supplemented by up to 3/9ths by summer salary derived from your grants.
- Your starting salary is at the top of your rank's salary range, as determined by salary schedules found in the current PSC-CUNY contract. This typically means that a pay increase is contingent on a new contract or promotion.
- Your starting salary is outside your rank's salary range, as determined by salary schedules found in the current PSC-CUNY contract. This typically means that a pay increase is contingent on a new contract or promotion.

Promotion and Tenure

- Since your appointment is effective on XXX, your tenure clock starts XXX.
- Until tenure is attained, each reappointment will be for one academic year.
- Tenure deliberations usually begin during the Spring semester of the fourth year of continuous service in a tenure-bearing title.
- Reappointment with tenure is effective on 1 September of the sixth year of continuous fulltime appointment in a tenure-bearing title.
- Early tenure reviews are usually only entertained if the person had tenure at a previous institution.
- Promotion at Hunter College is based upon teaching evaluations, scholarly productivity while at Hunter, and service to the College.

Start-up funds

In order to make you competitive to attract external funding as soon as possible, we can offer you the package outlined below.

Timeline for Expenditure of Funds

- Access to these funds will be spread over the XXX and XXX fiscal years.
- All funds are to be expended or encumbered by XXX.

Equipment

- You will be provided with start-up funds totaling \$XXX based on the equipment and supply list that you submitted.
- This may include some equipment items recently purchased by the department or college, subject to your approval that these are equivalent to items on your list. These shared departmental pieces include XXX and are estimated to be worth \$XXX.
- Laboratory equipment, including XXX - \$XXX

Space

- The department will provide you with an appropriate laboratory and office space, most likely Rooms XXX and XXX.
- Rooms XXX and XXX are recently renovated and have Ethernet and phone connections.

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- Room XXX, the laboratory space, has roughly XXX square feet.
- Room XXX, the office space, has roughly XXX square feet.

Computers

- Computing equipment including, XXX - \$XXX
- Software for these computers, including XXX - \$XXX

Furniture and Supplies

- Office furniture and supplies, including XXX - \$XXX

Building and Renovation

- Building expenses including, XXX - \$XXX
- Renovation costs including, XXX - \$XXX

Travel

- Funding for travel to attend professional meetings - \$XXX

Relocation

- Relocation expenses - \$XXX

Matching Funds

- There is pledge of matching funds up to \$XXX that may be written into a grant, authored by you, whose purpose is XXX.

Funding Source

- A portion of the funds for the items detailed in this letter will be derived from the Graduate Research and Training Initiative (GRTI).

Research or Technical Assistance

- While you are writing grant applications, you will receive \$XXX plus \$XXX in fringe benefits for support of a technician or research assistant for XXX year(s).
- Technician or assistant support is extendable to a second year if you encounter delays in obtaining grant support.

Work-Study Support

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- We encourage you to employ work-study students to assist you with your work. We have many undergraduates who are eligible for work study.
- Our procedure at the College is for faculty to identify students with whom they would like to work and arrange for their hire, or provide the Financial Aid Office with a description of the duties to be performed by prospective student and students will apply directly to you. We will help you with this.

Teaching

- Your teaching assignment will involve teaching a range of courses including XXX for the MA/MS and BA/BS degree programs.
- We encourage you to explore membership in CUNY's doctoral program in XXX.
- The contractual teaching obligation is 21 hours per year. You and I will work out together how you will satisfy this obligation.

Service Responsibilities

- You will coordinate and supervise XXX for XXX. (E.g., you will also coordinate and supervise a workshop for MA students.)
- You will also be involved in curriculum development in XXX.

Release Time

- PSC-CUNY bargained for twelve (12) hours of release time for new faculty that must be used within the first three years at CUNY.
- You should meet with me (your chair) to plan how to schedule your release time.
- The details of the release time will be worked out with me.

Closing

I look forward to your joining our faculty and know that you will enjoy intellectually challenging and productive years at Hunter.

Sincerely,

XXX

Chair of XXX