

TOFO Language – *Other Terms of this Appointment* Section

**Procedure 400**

**Adopted: September 25, 2014**

**Revised: November 7, 2017**

**February 20, 2017**

***Include the Following Standard Language in all Cases for Tenured or Tenure Track Offers Unless Exceptions are Approved by the Dean***

Your annual teaching load will consist of three 3-credit hour courses for three years. Afterwards, your teaching load will be set annually considering factors such as your research productivity and college needs.

In addition, your moving costs will be reimbursed up to \$x,xxx. Prior to making any relocation arrangements, please follow instructions related to *Procedure 20345: Moving and Relocation Expenses* found at this website: [https://www.hr.vt.edu/content/dam/controller\\_vt\\_edu/procedures/travel/20345.pdf](https://www.hr.vt.edu/content/dam/controller_vt_edu/procedures/travel/20345.pdf). A more comprehensive website on relocating to Virginia Tech can be found here: <https://www.hr.vt.edu/resources/new-employees/moving-relocating.html>.

1. *Add to Other Terms of This Appointment Standard Language if Paying the First Research Grant in the Summer Prior to Fall Start Date. (NEW)*

As part of our offer, we will provide you with a research grant equal to two-ninths of your academic year salary in the summer prior to your start date of August 10, 20xx. Following that payment, you will be provided with a research grant equal to two-ninths of your academic year salary in the next two summers you are employed with the college. Subsequent summer research grants may be available on a competitive basis and in compliance with college procedures. In order to receive this support, you are required to be employed in full-time service with the college for a minimum of at least one academic year after receiving the summer grant or to repay the college the summer grant funds received. If less than this required period of service is met, repayment is required of the pro rata portion of the compensation provided.

We encourage you to participate in the mentoring project managed by the Provost's Office which provides up to \$1,500 in funds designated for mentoring projects. Information on this project will be communicated by the Provost's Office to you in the coming months

2. *Add to Other Terms of This Appointment Standard Language if Paying the First Research Grants in the Summers After Fall Start Date.*

As part of our offer, we will provide you with a research grant equal to two-ninths of your academic year salary for the first three summers you are employed in full-time service with the college. Subsequent summer research grants may be available on a competitive basis and in compliance with college procedures. In order to receive this support, you are required to be employed in full-time service with the college for a minimum of at least one academic year after receiving the summer grant or to repay the college the summer grant funds received. If less than this required period of service is met, repayment is required of the pro rata portion of the compensation provided.

We encourage you to participate in the mentoring project managed by the Provost's Office which provides up to \$1,500 in funds designated for mentoring projects. Information on this project will be communicated by the Provost's Office to you in the coming months.

3. Add to Other Terms of This Appointment Standard Language Regarding Completion of Doctoral Degree.

Option 1:

*Appoint as assistant professor with termination after one year if not finished by Feb. 9 (reference: Faculty Handbook section 2.11.3.1). Allows you the option to appoint as an instructor (max one year restricted unless you obtain a search exemption or do a search) but does not create this expectation.*

You are expected to have completed all requirements for your doctorate prior to the date of appointment (the starting date of your contract). If you have not provided official documentation of completion these requirements by February 9 of your first year of service, your contract as an assistant professor will be terminated as of the end of the academic year.

Option 2:

*Require completion prior to appointment or appoint as an instructor. Appoint as assistant professor if finished within one semester. N.B.: this works only if the faculty member won't need University support for green card application. Otherwise, you must build this into your ad for the position or be willing to re-advertise the position and conduct a new search.*

You are expected to have completed all requirements for your doctorate prior to the date of appointment (the starting date of your contract). If you will not complete these requirements in time, you must inform the department and you will be appointed as a full-time non-tenure track instructor for one year with no guarantee of re-appointment. If you provide official documentation of the completion of your doctoral requirements by the last day of your first semester of service, you will be appointed as a tenure-track assistant professor beginning the following semester.

Option 3:

*Require completion with limited window for official certification. Otherwise change appointment to instructor on restricted contract.*

You are expected to have completed all requirements for your doctorate prior to the date of appointment (the starting date of your contract). You must provide official documentation of completion of your doctorate within 60 days of appointment. If you cannot provide such documentation, you will be re-appointed as a non-tenure track instructor (maximum one year restricted appointment) with no guarantee of re-appointment.

4. Add to Other Terms of This Appointment Standard Language for Offers to Associate or Full Professors with Tenure. (NEW)

For **Tenure Status** use **Tenured (pending approval)**

In **Other Terms of This Appointment** add the following language:

Your appointment as an associate/full professor with tenure will be evaluated by the department promotion and tenure/personnel committee. The department head will forward the review to the Dean of the Pamplin College of Business, the Provost, and the President and upon approval the appointment will be taken to the board of visitors.

*DO NOT include the language with regard to the mentoring grants as they're only for tenure track faculty.*