

TTF Offer Letter Term Sheet



Office of the Provost & Academic Affairs

November 13, 2018 9:00-10:30 AM

Knight Library – Proctor room 41

Welcome & Introductions



Rocco Luiere

Assistant Vice Provost for Budget and Strategy

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Associate Vice Provost for Academic Affairs



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Objectives



Participants will be able to...

1. Explain why we use the term sheet process.
2. Describe how the term sheet and offer letter fit into the TTF hiring process.
3. Input new TTF hire data into the tool to produce accurate contingent offer letters.

At your tables...

Please introduce yourself:

 Name

 Unit

 Role

 Whether you used the term sheet last year

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Quick definitions:



- Term Sheet
- Offer Summary
- Offer Letter
- Addendum
- Offer Package



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What is a term sheet?



UNIVERSITY OF OREGON		
INPUT TO GENERATE OFFER SUMMARY & OFFER LETTER		
DO NOT PRINT, DO NOT SHARE WITH CANDIDATE		
Key:	Blue Cells indicate fields for data entry	<i>Green Italic Text</i> is instructional text
	Grey Cells with Grey Text are automatically generated fields	
SEARCH INFORMATION		
IHP Number	AY17-DESIGN-01	
MyTrack Requisition #	520587	
Search Chair	Jamie Harper	
Joint Appointment	Yes <i>Must include Joint Appointment addendum with workload, tenure information</i>	
School/College	PRIMARY	JOINT
	College of Design	College of Arts & Sciences
Department	History of Art and Architecture	Art and technology
CANDIDATE INFORMATION		
Vandelet	Arthur	
Last	First	
avandalet@yahoo.com	(555) 555-5555	
Email <i>(Permanent)</i>	Phone	
122 South Main Street, Apartment 19		
MAILING ADDRESS: Street		
New York	NY	12222



What is an offer summary?

Arthur Vandelet

122 South Main Street, Apartment 19

New York, NY 12222

This letter is to inform you of my recommendation to the Provost that you officially be offered a position as a tenure-track Assistant Professor with a primary appointment in the Department of the History of Art and Architecture in the College of Design, and a secondary appointment in the College of Arts & Sciences, at the University of Oregon. The following is an informational summary of the details we have discussed regarding this position.

CLASSIFICATION, RANK, AND AFFILIATIONS

- The proposed appointment will be classified as tenure-track Assistant.
- The proposed appointment will be at the rank of Assistant Professor.
- The Institute for Sustainable Environment is also pleased to welcome you as a member of their research faculty.

APPOINTMENT, SALARY, AND BENEFITS

- Your appointment will commence on 9/16/2020.
- The annual academic nine-month base salary for your position is \$72,500.
- You will also receive the university's standard benefits package, including a choice of health, dental, vision, and retirement plans.

What is an offer letter?

(a.k.a the Contingent Offer Letter)



November 30, 2017

Arthur Vandelet
122 South Main Street, Apartment 19
New York, NY 12222

Dear Arthur,

We are delighted to offer you a position as a tenure-track Assistant Professor with a primary appointment in the Advertising Program in the College of Design, and a secondary appointment in the College of Arts & Sciences, at the University of Oregon (UO). Given your research interests, profile, and trajectory, we will also officially recognize your appointment as part of the university's Presidential Initiative in Data Science. This offer letter summarizes the previously discussed details of the appointment.

Should you accept this contingent offer and subject to the conditions outlined below, your appointment will carry a full-time, 9-month academic year base salary of \$72,500. You will also receive the university's standard benefits package, including a choice of health, dental, vision, and retirement plans, which are described on the Human Resources website: <http://benefits.uoregon.edu/>. If you have questions that are not addressed on this website, we can put you in touch with someone who can answer them for you. Your employment with the university will be governed by the rules and policies described in the enclosed Policies, Procedures, and Agreements Addendum. Please note that this letter is only meant to provide a brief, general overview of your employment with the UO. If you have specific concerns, please review the



What is an addendum?

Policies, Procedures, and Agreements Addendum

Policies and procedures governing your employment:

Your employment is governed by the University of Oregon's policies, to the extent applicable, school or college policies and procedures, and any amendments to the governing policies, agreements, processes and rules. Your employment may also be governed by the United Academics collective bargaining agreement (CBA). To determine whether your position is subject to the CBA, please review Article 1 of the CBA or contact the labor relations department (Nancy Resneck, Chief Human Resources Officer, 541-346-2987 | nresneck@uoregon.edu). In the event of a conflict between the university's policies and the CBA, the university's policies and the CBA are controlling.

Please note that all employees, including faculty members, are subject to the university's reassignment policy, which gives the university the discretion to reassign an employee for administrative need. This means that you could be reassigned to another geographic location, office space, or unit.

Contracts issued prior to UO's receipt of documentation of your required/terminal degree will be issued as one-year fixed-term acting assistant contracts. If documentation of your degree is received before the expiration of your initial one-year contract, that contract will be revised to a three-year assistant contract, effective as of your start date.

Links to relevant policies, procedures and resources:

Terms and conditions of employment:

- 1) [University policy library](#);
- 2) [UA Collective Bargaining Agreement](#); and

Welcome to Our Department!

We are particularly excited about your scholarship in _____
Why we're special
Exciting and unique things we offer
We are delighted that you will be joining us



What is an offer package?

A pdf of the complete set of documents that go back to the candidate:

- (Contingent) offer letter
- Policies, Procedures, and Agreements Addendum
- Other offer-specific addenda

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Why do we use term sheets for tenure related hires?

Natural extension of the Institutional Hiring Plan (IHP).

Makes offer letters easier to generate and keeps us consistent between offers.

Thirty-year commitments require documentation of what we are committing to.

Avoid violating CBA, UO Policy or state law.

Avoid making promises we can not keep.

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2017-18 Accomplishments



- Prepared 132 offer letters, for 68 candidates
- Average turnaround: 6.7 business hours (8^{am}-5^{pm})
- Joe Sventek's thoughts:



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Where does the offer letter term sheet fit in the hiring process?



Starting with the big picture



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The Big Picture (Part 1)

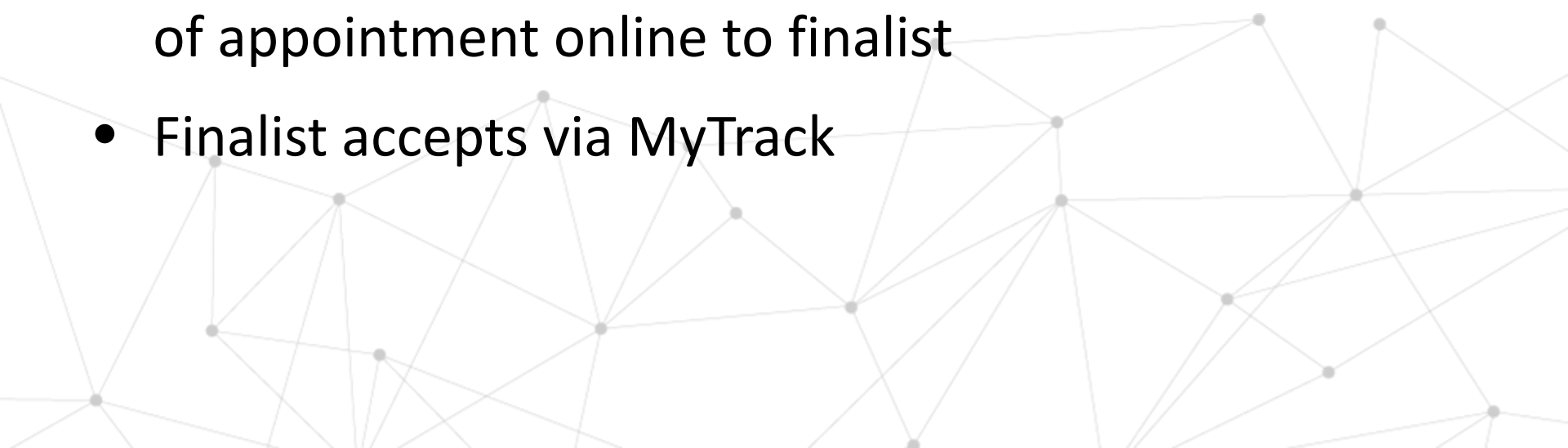
- Search is approved by Provost via IHP process
- OtP and Unit launch search in MyTrack
- Unit conducts search – applications, interviews, etc
(Coordinating with OtP/HR/TTF Recruitment Team where appropriate)
- Unit/Dean identify and approve finalist
(Coordinating with OtP/HR/TTF Recruitment Team where appropriate)
- Dean submits finalist information for Provost approval
- Upon approval, Unit/Dean negotiate elements of offer with finalist using **TERM SHEET, OFFER SUMMARY ***
(Dean will coordinate with VPRI/OtP where appropriate)

* optional

The Big Picture (Part 2)

- Unit emails final **TERM SHEET**, any **ADDENDA** to Dean for approval
- Dean reviews, approves, emails **TERM SHEET**, **ADDENDA** to OtP for approval and processing
- OtP compares terms to search expectations (set by OtP&Dean); follows up if additional approval needed
- OtP generates pdf **OFFER PACKAGE** (contingent **OFFER LETTER** and any **ADDENDA**); emails to Dean
- Dean confirms **OFFER PACKAGE**, signs and sends to finalist

The Big Picture (Part 3)

- If finalist accepts, Dean emails signed **OFFER PACKAGE** to OtP and any cc's
 - If search was conducted outside MyTrack (e.g. AJO), Unit also submits candidate application materials to HR
 - OtP emails signed offer package to HR
 - HR completes MyTrack offer card, issues final notice of appointment online to finalist
 - Finalist accepts via MyTrack
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Take 2 minutes at your tables to share with your tablemates:



- Questions

- *or* -

- A favorite “pro tip”/best practice



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Tour of the tool

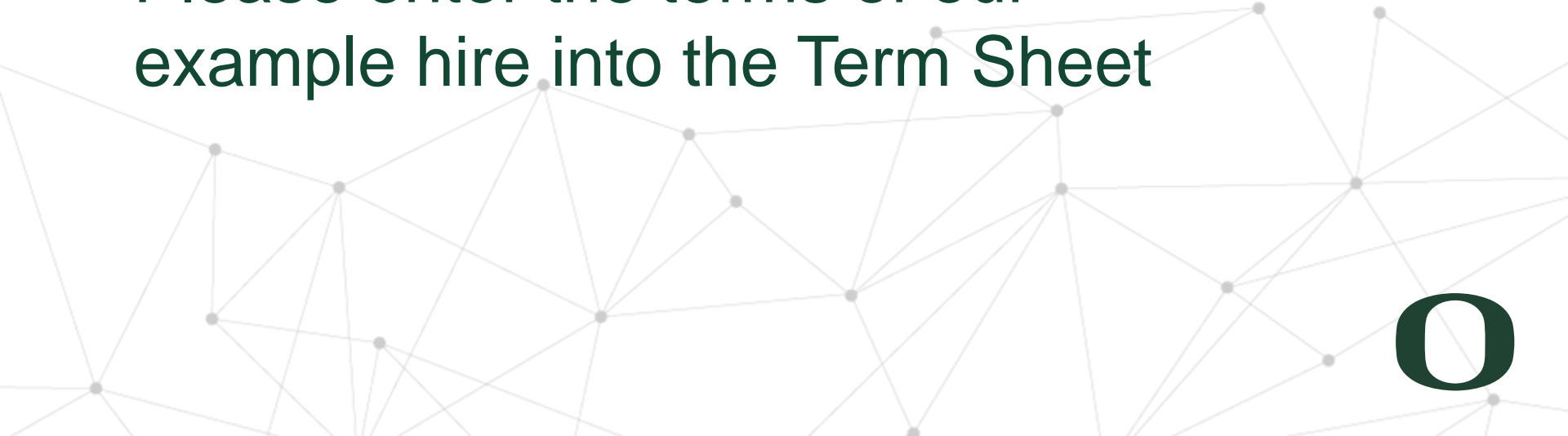
A decorative background graphic consisting of a network of light gray lines connecting various gray dots, forming a complex web-like structure.

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Time to use the tool!



Please enter the terms of our
example hire into the Term Sheet

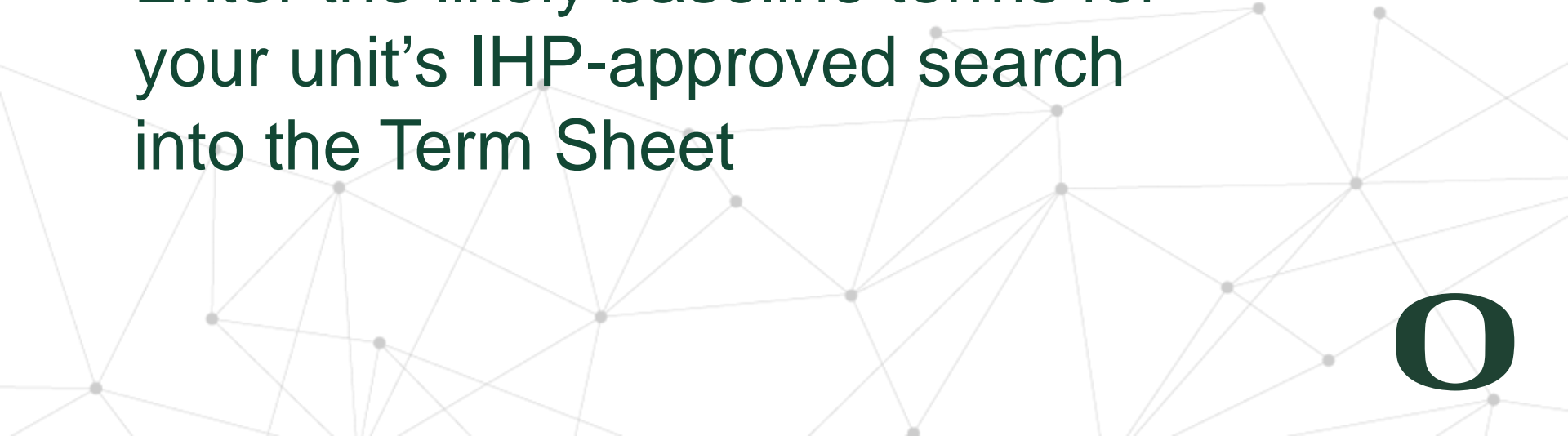


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Now a real-life example



Enter the likely baseline terms for
your unit's IHP-approved search
into the Term Sheet



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Additional Questions?



More Information: <https://provost.uoregon.edu/term-sheet>

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