

TTF Offer Letter Term Sheet



Office of the Provost & Academic Affairs

November 30, 2017 1:30-3:00 PM

Knight Library – Proctor room 41

Welcome & Introductions



Rocco Luiere

Assistant Vice Provost for Budget and Strategy

Anna Shamble

Senior Project Manager

Sierra Dawson

Assistant Vice Provost for Academic Affairs



O

Objectives



Participants will be able to...

1. Explain why the term sheet is needed, and how it aids in two-way communication.
2. Describe how the term sheet and offer letter fits 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

 Number of years in role

O

Quick definitions:



Term Sheet

Offer Summary

Offer Letter

Addendum



O

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?



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



Why are offer letter term sheets needed?



What problem is this new system addressing?



O

The following clauses are based on actual TTF offer letters.



What problems do you see?



O

Your normal full time teaching load is five courses per year. Your teaching responsibilities will include internship and at least two undergraduate offerings per year. The other courses you will teach will be determined in consultation with you and the Program Director.

We acknowledge that you will lead a program for [another institution] in Hamburg in the fall of 2013, and may continue to provide teaching for that program in the future, until it is feasible for you to establish a Hamburg program at UO.

In order to ensure that you will have continuous medical insurance coverage, you will receive a paid appointment from August 31, 2012 through September 14, 2012. This paid appointment will not affect your tenure clock, as your official faculty contract will commence on September 15, 2012.

The initial appointment will be for three years, beginning August 1, 2008. As with all faculty members, you will be reviewed at the end of your three-year initial appointment for continuation. At the end of 6.0 FTE years, a tenure decision will be required.

Rationale



Natural extension of the Institutional Hiring Plan (IHP)

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.

O

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



Starting with the big picture



O

The Big Picture (Part 1)

- Search is approved by Provost via IHP process
- OPAA and Unit launch search in MyTrack
- Unit conducts search – applications, interviews, etc
- Unit/Dean identify and approve finalist
- Unit/Dean negotiate elements of offer with finalist using **TERM SHEET, OFFER SUMMARY** (Dean will coordinate with VPRI/OPAA where appropriate)
- Unit emails final **TERM SHEET**, any **ADDENDA** to Dean for approval
- Dean emails **TERM SHEET, ADDENDA** to OPAA for approval and processing

The Big Picture (Part 2)

- OPAA compares terms to search expectations; follow up if needed
- OPAA generates pdf “offer package” (contingent **OFFER LETTER** and any **ADDENDA**); emails to Dean
- Dean signs and sends offer package to finalist
- If accepts, Dean emails signed offer package to OPAA, VPRI (if appropriate)
 - If search was conducted outside MyTrack (e.g. AJO), Unit also submits candidate application materials to HR
- OPAA emails signed offer package to HR
- HR completes MyTrack offer card, issues final notice of appointment online to finalist

Take 2 minutes at your tables
to generate questions that
either you or your table mates
have at this point.

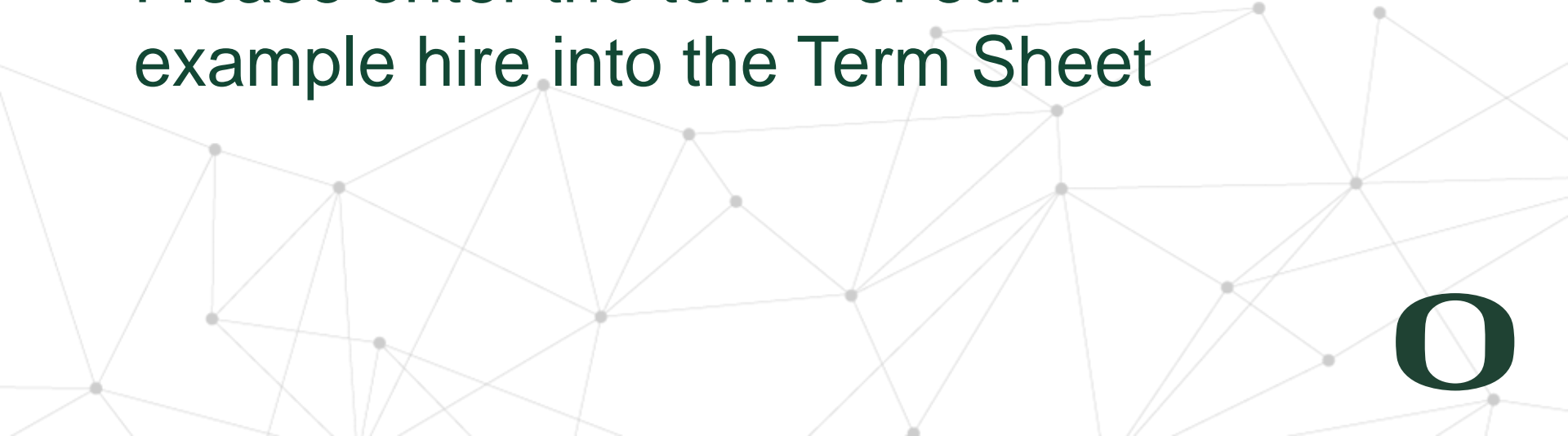
A network diagram with nodes and connecting lines, located in the bottom right corner of the slide.

O

Time to use the tool!



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



O

Tour of the tool



Now an example that you have brought with you



Enter the terms of a recent hire into the Term Sheet



Additional Questions?



Info coming soon to <https://academicaffairs.uoregon.edu/>

Anna Shamble
ashamble@uoregon.edu x3436

Rocco Luiere
rocco@uoregon.edu x8893

