

Checklist for Letter of Appointment

1. Include the following language in your revised or original offer letter:

...I am pleased to offer you an *(AY or 12-month) (probationary (tenure-track) or tenured)* appointment to the faculty of the Department/School of *(Dept./School Name)* at San Jose State University. The salary for this position is *\$(Annual Salary Amount)* for the academic year, payable in twelve monthly installments of *\$(Monthly Installment Amount)*.¹ Checks are issued the first or second day of the month that follows the pay period. A check to cover your participation in New Faculty Orientation will be sent to you in early *(September/February - depending on whether faculty starts in fall or spring semester)*. You will receive your first paycheck for the _____ academic year in early *(October/March – depending on whether faculty starts in fall or spring semester)*. You will receive a separate letter from University Personnel explaining the necessary paperwork to begin your position. However, as you prepare, please note the following dates:

- Your preliminary hire paperwork and evidence of degree completion must be received by *(Date – TBD)*.
- Your first day on the job will be *(August/January _____)*, to participate in New Faculty Orientation, scheduled for *(First Day of Orientation)* through *(Last Day of Orientation)*.
- Proof of eligibility for employment in the United States must be provided by *(First Day of Orientation)*.
- *(Fall/Spring)* semester will begin on *(First Duty Day)*.
- Your benefits will start on *(September/February 1, (year))*, provided you complete your benefits paperwork during the *(Date of first Day of Orientation)*, orientation session.

2. Appointments to the University are contingent upon the completion of all appointment documents by *(Due Date – TBD)*. These documents include original terminal degree transcripts (or an official letter confirming completion of all terminal degree requirements) with proof that you have received the doctorate degree, appropriate recommendations and references, and a completed SC-1 form. If this condition of your appointment is not met by 5 p.m. on *(Due Date)*, this offer of employment is rescinded.

3. This offer is contingent upon the satisfactory completion of a background check (including a criminal records check). Failure to satisfactorily complete the background check may result in this offer being rescinded.

¹The following "increase" language is contingent upon negotiated increases that occur during AY and should be included when an increase occurs during the Academic Year: "Per the Collective Bargaining Agreement between CSU and the California Faculty Association, your salary will be increased by _____% on _____."

4. Proof of eligibility for employment, required by the Department of Homeland Security, United States Citizenship and Immigration Services, must be furnished in person to University Personnel. You may provide this information once you have accepted this offer but no later than your start date of (*First Day of Orientation*).² In addition to completing the I-9 form, you will be required to give written acknowledgement as a mandated reporter under the California Child Abuse and Neglect Reporting Act (CANRA). The State of California also requires that all employees complete an oath of allegiance. For questions, please call 408-924-2250.
5. If you have questions about the immigration process, including visa sponsorship, please contact Christie Martinez, University Personnel, at 408-924-6670, or christie.martinez@sjsu.edu. This should be done immediately. Please be advised that visa sponsorship may require that you submit documentation, including proof of completion of your terminal degree, prior to the (*Due Date for transcripts*), deadline stated above.
6. Academic year _____ will be the first year of your probationary appointment. (*If probationary credit is to be given, state 1 or 2 years. Include "and credit towards sabbatical eligibility."*) Probationary faculty members are reviewed each year, consistent with the terms of Academic Senate policies S15-7 and S15-8, and the CFA-CSU Collective Bargaining Agreement, with a decision regarding tenure normally being made during the sixth year of full-time probationary service. The tenure decision is the most important decision the University must make in reference to its students. It must therefore place the burden for excellence in academic assignment and scholarly and/or creative and/or professional achievements on the probationary faculty member. You will be reviewed during your probationary period according to standards appropriate to the rank of (*Rank*) Professor. University criteria establish that positive recommendations for retention, tenure, and promotion depend upon effective teaching (as measured by student and peer evaluations and other appropriate devices), scholarship/creative activity/professional achievements, and service.
7. You are represented by the California Faculty Association ("CFA"), a union of more than 28,000 professors, lecturers, librarians, counselors and coaches who teach in the California State University system. As stated by CFA, "In classrooms on the 23 CSU campuses, CFA members work hard to teach our students. To join, as an active member with rights to vote and engage fully on behalf of yourself and others, go to: <https://www.calfac.org/join-cfa/>."
8. The primary professional responsibilities of instructional faculty members are: teaching, research, scholarship, creative activity, and service to the University, profession and to the community. Faculty members have additional professional responsibilities such as: advising students, participation in campus and system wide committees, maintaining office hours, working collaboratively and productively with colleagues and participation in traditional academic functions.

²For list of acceptable documents to show authorization to work in the United States, please see: <https://www.uscis.gov/system/files/force/files/form/i-9-paper-version.pdf>.

9. The performance of instructional responsibilities extends beyond duties in the classroom and includes such activities as: preparation for class, evaluation of student performance, syllabus preparation and revision, review of current literature and research in the subject area, including instructional methodology, regular assessment of course and program learning outcomes, and development of pedagogical improvements such as online learning modules and programs.
10. Research, scholarship and creative activity in the faculty member's field of expertise are essential to effective teaching. Mentoring students and colleagues is another responsibility that faculty members are frequently asked to perform.
11. The professional responsibilities of faculty members include research, scholarship and creative activity, which contribute to their currency, to the classroom and to their professions. The professional responsibilities of faculty members are fulfilled by participation in conferences and seminars, through academic leaves and sabbaticals that provide additional opportunities for scholarship and preparation, and through a variety of other professional development activities.
12. In the years ahead, you will be expected to teach graduate and undergraduate courses in (*Subject Matter(s)*) and other areas consistent with your professional interests, to conduct research in your area of expertise, to generate grants, to direct student research, to advise students, to contribute to department development, and to participate in service activities. You must address the needs of a student population of great diversity in age, cultural background, ethnicity, primary language, and academic preparation through course materials, teaching strategies, and advisement.
 - *NB: Do not list specific courses that candidate will teach. These change over time and should not be made permanent by including in offer letter.*
13. Statement of standard teaching load, and specifics of any course reductions—how many, how many semesters.
14. Statement of any start up support, summer support. Give deadlines for expenditures.
15. Statement that equipment including office computer belongs to the State of California. "If you leave employment with San José State University, this equipment is to remain on the campus."
16. Statement of moving expenses. "You must provide original receipts. These reimbursements will not be processed until after your appointment effective date of (*First day of Orientation*). If an employee whose moving or relocation expenses has been reimbursed does not continue his/her employment with the CSU for a period of at least two years, the employee or appropriate representative shall repay the following percentage of the amount received: 100% if employed less than 6 months; 75% if employed at least 6 months but less than 12 months; 50% if employed at least 12 months but less than 18 months; 25% if employed at least 18 months but less than 24 months.

17. As an academic year employee, you will be entitled to regular health and dental benefits, you will accrue sick leave in accordance with the policies of the California State University system, and you will become a member of the State of California Public Employees Retirement System. *[If a 12-month appointment, include info on vacation accrual.]* Please contact University Personnel at (408) 924-2250 if you have questions regarding these or other benefits.

18. Statement of a deadline for return of signed acceptance of offer. "This offer constitutes the only official offer of the University and supersedes any other oral or written representations regarding tenure-track employment at the University."