# **Verbal Offer Best Practices:** *Making an offer to Tenure Track Faculty*

Thank you for making time to connect about the [TITLE, RANK] position. I would like to offer you the position and provide you with an overview of the offer details.

**Compensation**

* Starting salary for [ACADEMIC YEAR] would be [AMOUNT]. It is a [X] month appointment.
* The university automatically provides 12% of your base salary in an investment for retirement; it becomes vested after 2 years, which means that it remains yours if you were to leave the university.
* [Note vacation time for 12-month faculty]
* Pay raises start on August 6th of each fiscal year. They are merit and market-equity based.

**Starting**

* [NOTE START DATE]
* We will provide up to [AMOUNT] towards your relocation.
* Ahead of your start date, you would be asked to select a laptop (Mac, ultra-book, or ?). A screen and docking station would also be provided.

**Benefits**

* **Healthcare:** There are (2) healthcare benefits packages to choose from: (1) a premium based option with co-pays (university covers 80% of the premium) OR (2) a high deductible health plan with an IRS approved Health Spending Account. Both include 100% yearly wellness check-ups (more information on the HR website under benefits).
  + [GVSU medical insurance](https://www.gvsu.edu/hro/benefits/medical-insurance-354.htm)
  + [GVSU prescription coverage](https://www.gvsu.edu/hro/benefits/prescription-coverage-356.htm)
* **Dental:** We offer a dental plan with a premium, which covers dental cleaning as well as repairs with a cap per year.
* **Vision:** We also offer an optional vision package with a premium.
* **Salary Continuation:** Salary continuation would be available when you are ill. For longer periods, there are multiple leave types with compensation.
* **Academic Participation:** You would be able to utilize a 100% covered tuition waiver with the ability to take 1 class per year on work time; additionally, 50% tuition reduction would be available for dependents and household members.
* **Life Insurance:** Life insurance is available to a maximum of 3 times your pay.
* **Well-being:** You would have access to group fitness classes on campus, gym discounts, wellness challenges, mental health and well-being resources, as well as financial resources.

**Development & Support**

* A new faculty mentor would be provided by the Pew Faculty Teaching and Learning Center (FTLC), as well as access to faculty learning opportunities.
* Access to professional funding is available through the college, as well as through FTLC travel grants and the Center for Scholarly and Creative Excellence (CSCE) dissemination grants.

**Faculty Process**

* On [DATE], you would apply for contract renewal. And on [DATE], for tenure. If at either point it is not awarded, you would be provided one bridge year.
* Currently, when promoted to an Associate, there is a pay raise of $5,000.

**Next Steps**

Once we agree to terms of employment, a formal letter will be issued for you to sign. Finalization of employment will require a background check (completed by HR) and a receipt of official transcripts.

Please confirm verbal acceptance of this offer. If you have questions, please don’t hesitate to ask.