Talent Offer Letter Do's & Do Not's

☐ **Do** include the following *components* by type of Offer Letter:

T/TE, C/CE	Adjunct	Career Track	Post Doc	University Staff
Chapter Designation	Start Date	Start Date	Start Date	UCAP Architecture Title and Level
Distribution of Effort Paragraph	End Date	End Date	End Date	Attach Separate Job Description w/ Narrative and Bullets
Tenure Clock	Compensation (Annualized/Actual)	Multi-year Language	Distribution of Effort Paragraph	
Start-up Info	Per Course Compensation	Distribution of Effort Paragraph	Appropriate Chapter	
Conflict of Interest in Research	Salary (based on teaching load)			
Other Sections if Applicable	Course Names/Numbers			

☐ **Don't** add a dollar sign to "Rate of Pay" instead include a comma

☐ **Do** complete all sections when possible even if no asterisk

☐ **Do** include complete title of your department head in their signature line

☐ **Do** ensure that letters come from the hiring authority of the unit (unit head/director or PI)

☐ **Do** ensure the unit head/director or PI approves the letter prior to sending to applicant (either through formal Talent routing or email)

☐ **Do** review the generated offer letter closely and **edit** for:

   o Add the word "the" prior to the department name (paragraph 1 and 2)
   o Ensure the unit is capitalized throughout the letter and refer correctly as department, school, or center
   o include "within the College of Social and Behavioral Sciences" after your unit name in the second paragraph
   o remove all acronyms, abbreviations, and extra "(s)"
   o remove "req2922" from second page and enter full position title if missing
   o Proper spacing between paragraphs

☐ **Do** move Furlough language up to the Compensation section

☐ **Do** organize the paragraphs in the following order: Title, workload, compensation, perks, retirement and benefits, ending with the standard legal paragraphs

☐ **Do** review faculty letters for a workload calculated at .10 FTE per 3-unit course

☐ **Do** include Service, Teaching, Research details in faculty letters

☐ **Do** include teaching percentages and number of courses in faculty letters (i.e. 40% equals 2-2)