**RESEARCH (Track) FACULTY**

**Reappointment Letter Template**

**This letter template is sent from the Department to the faculty after Board of Trustee approval**

**\*A signed checklist for** [**Research Track Reappointments**](https://onesource.osumc.edu/sites/forms/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/forms/Documents/Checklist_Research%20track%20Reappt_Sept%2010.docx&action=default) **must have been submitted to the College OAA for all research track reappointments**

Date

Name

Address

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_:

We are pleased to inform you that we our recommending your reappointment on the Research Faculty as Research Assistant/Associate Professor for a period of X years pending The Board of Trustees approval.

Insert one of the following paragraphs:

*For 1 year appointment, use the following paragraph:*

This reappointment is effective [insert date] and you should be aware that this is a 1 year contract only and according to University’s standards of notice, you are notified that there is no expectation of employment beyond this year unless funding is identified. In the event you are offered subsequent employment, the terms and conditions of that contract may be different than the current contract. Subsequent appointments will be at intervals of one to five years, with a formal review being conducted in the penultimate year of each term.

*For 2 year appointments, use the following paragraph:*

This reappointment is effective [insert date] and by the end of the first year of this appointment, you will be reviewed and informed if you will be offered another term beyond this contract. In the event you are offered subsequent employment, the terms and conditions of that contract may be different than the current contract. Subsequent appointments will be at intervals of one to five years, with a formal review being conducted in the penultimate year of each term.

*For 3-5 year appointments, use the following paragraph:*

Your reappointment is effective [insert date]. During the penultimate year of this term, in 20xx/xx, a formal review will be conducted and you will be informed if you will be reappointed to a subsequent term.  In the event you are offered subsequent employment, the terms and conditions of that contract may be different than the current contract. Subsequent appointments will be at intervals of one to five years, with a formal review being conducted in the penultimate year of each term.

*[Optional: Department to insert any specific language regarding funding or research expectation for this term.]*

The other terms and conditions of your original letter of offer remain the same. We look forward to your continued contributions to The Ohio State University College of Medicine.

Sincerely,

Chair Name

Title