

Revised

March 5, 2025

Robert Tritttschuh  
Cincinnati, Ohio 45227

Dear Robert,

On behalf of President Gregory P. Crawford, it is my pleasure to offer you the following position effective 03/24/2025. This is an unclassified Regular staff appointment. The terms and conditions are outlined below:

**Job Title:** Associate Director, Athletics Compliance  
**Department:** ICA Business Office JM  
**Annual Salary:** \$67,000.00  
**Time Type:** Full Time  
**Duration of Appointment:** 12 months  
**Employment Terms:** Extended Appointment Eligible  
**Eligible Reappointment Date:** 07/01/2025  
**University Provided Benefits:** Yes

Effective **04/01/2025**, you will be eligible for benefits currently available to employees of Miami University. Detailed information on benefits and eligibility can be found on the Total Compensation page, and information regarding retirement plans can be found on the Choosing a Plan page, both on the Office of Human Resources website. Employee Benefits & Wellness will email information regarding your university benefits once you have accepted this offer.

**Additional Terms – Vehicle Stipend \$500 monthly**

This position is contingent upon the successful verification of the educational information provided on your resume or curriculum vitae and/or employment application. Should there be a problem with this information, you will be contacted. Otherwise, employment will proceed as outlined in this letter.

**RELOCATION STATEMENT: 1 Month's Salary \$5,583.33 (Issued in month of actual relocation)**

The President's 2017 Tax Act signed on 3 December 2017 suspended the exclusion from taxable income for recipients of employer-paid moving expenses for taxable years 2018 through 2025, except for certain active-duty members of the armed forces. As a result, IRS regulations mandate that moving expenses reimbursed or paid on behalf of employees constitute taxable income.

Your appointment is, of course, subject to applicable rules, regulations, and procedures of Miami University as now in effect and hereafter amended, directives of the President, and actions of the Board of Trustees. This appointment is also subject to all applicable laws and regulations, including Ohio's Ethics laws. The included Miami University Terms of Employment sets forth additional terms of employment and is incorporated herein by reference. Please review carefully, as you will be responsible for meeting the terms and employment requirements as elaborated. The documents included and this letter contain all the terms of our offer of employment. There are no other understandings or agreements, verbal or otherwise, in relation thereto between the University and you except as expressly set forth herein.

This appointment may be renewed consistent with Miami University's policies.

This offer is contingent upon the verification of your right to work in the United States, as shown by your

completion of the Form I-9 upon hire and your submission of acceptable documentation (as noted on the Form I-9) verifying your identity and work authorization within three days of starting employment. This offer may be withdrawn if this condition is not satisfied.

Miami University requires the completion of three (3) online education modules that **must be completed within 30 days from the date you receive the email notification with login instructions:**

1. Preventing Harassment and Discrimination: Clery Act and Title IX;
2. Diversity: Inclusion in the Modern Workplace; and 3. Managing Bias.
3. Managing Bias.

It is suggested that you set aside about three (3) hours to complete all three (3) of the modules. New employees will receive their training assignments via email with the subject line "OEE Online Training Assignment - Miami University." In addition, a former employee is required to complete the training if it has been at least 365 days since the training was last completed. Should you fail to complete the training within this 30-day timeframe, you will be terminated from employment.

Federal law requires you to personally present documentation regarding eligibility for employment before you can be hired and requires the University to complete a form known as an I-9. A list of acceptable documentation will be provided, **and the documentation must be brought on or before your first date of employment listed above to the Office of Human Resources, Roudebush Hall, suite 15.**

You will also be required to complete the Ethics Survey and External Service Disclosure on an annual basis.

If these terms are acceptable to you, please indicate your acceptance.

Welcome to the Miami University community! We hope that you will find professional and personal success at Miami. We are excited about having you join us and contributing to the future of this great university.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dawn Fahner', written over a horizontal line.

Dawn Fahner, PHR  
Associate Vice President  
Department of Human Resources  
Roudebush Hall, Suite 15

/enclosures