CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

I am pleased to offer you employment at the University of Connecticut. Please review the information below that outlines the principal terms of your employment at the University.

|  |  |
| --- | --- |
| Posting/Internal Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| Dean | RECRUITERFNAME RECRUITERLNAME |
| Executive Division | JOBBRAND |
| Building Location | SITETITLE |
| Work Department/Non-Academic | GENERIC\_WORKDEPT\_ |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Start Date | OFFERSTARTDATE |
| 3rd Year Reappointment Review | GENERIC\_3RDYEAR\_ |
| Consideration for Academic Tenure | GENERIC\_CONSIDERATIONTENTURE\_ |
| Tenure Effective | GENERIC\_TENUREEFFECTIVE\_ |
| Full-Time Annual Salary | $OFFERSUPER |
| Faculty Base | $OFFERSUPPLEMENTARY\_TEXT02 |
| Additional One Month | $OFFERSUPPLEMENTARY\_TEXT03 |
| Additional Two Month | $OFFERSUPPLEMENTARY\_TEXT05 |
| Administrative Supplement  | $OFFERSUPPLEMENTARY\_TEXT01 |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |
| Union Info | <http://www.uconnaaup.org/> |

As a spring semester hire, you are entitled to half of your annual salary for the balance of the academic year. To avoid interruption in salary and health benefits for the summer months, the University will prorate your salary at 89% of the annual salary rate for the period January 1 through August 22, \_\_\_\_\_\_. Effective August 23, \_\_\_\_\_\_ your salary will be increased to 100% of the annual salary rate.

Your salary is based on a ten-month appointment and paid biweekly over twelve months. This appointment as Department Head is a five year appointment, subject to annual review as described in Article 15 of the current AAUP collective bargaining agreement. You will receive the first biweekly pay check two weeks after the close of the pay period in which you are hired, contingent upon all required documentation being in place.

The University applies salary increases proportionately to each component of your salary, with the exception of promotional increases, which apply only to base. Should you not continue as Department Head, you will return to a nine-month faculty appointment and your salary will be adjusted to the base faculty rate in effect at that time.

On occasion, faculty members have the opportunity to earn additional compensation during the winter or summer sessions at our Storrs campus or any one of our regional campuses. Earnings may not exceed the twelve-month equivalent of your nine-month faculty base salary under the “[Extra Compensation Policy for Full-time Faculty in AAUP](http://policy.uconn.edu/?p=366).”

This offer of employment is contingent upon successful completion of a criminal background check, and your continued employment is conditional upon the timely completion of an approved I-9 (Employment Eligibility Verification Form). If you do require assistance in extending or obtaining work authorization at the University of Connecticut, please contact the International Student & Scholar Services (ISSS) immediately at (860) 486-3855 or international@uconn.edu.

If you accept our offer, you will soon receive a communication from the Department of Human Resources about several important topics, including New Faculty Orientation, selecting a retirement plan prior to your first day of employment, and securing your University Network Identifier (NetID).

The duties and expectations of this appointment are consistent with our previous discussions and remain subject to adjustment, in accordance with University policy. Specifically **{insert specifics of teaching, research, public engagement, and service expectations}**.

In your capacity as a faculty member, you are eligible for academic [tenure](http://s.uconn.edu/4qh) under the *By-Laws of the University of Connecticut*, contingent upon favorable review by the [Department], [School/College], and Provost, and approval by the Board of Trustees. This review process will commence immediately following your acceptance of this position, and we expect it to be effective upon your appointment

Other terms and conditions of your employment are contained in the collective bargaining agreement between the University of Connecticut and the American Association of University Professors (AAUP).  A copy of the collective bargaining agreement may be found on the AAUP Website at: <http://www.uconnaaup.org/>.

Please be aware that the University has a Board of Trustees approved policy regarding [consulting](http://policy.uconn.edu/?p=155). The policy, related documents, and training materials may be found at http://[consulting.uconn.edu](http://www.consulting.uconn.edu/). You must obtain approval to consult prior to the start of the activity. If you are currently engaged in consulting activities, you may wish to contact the Faculty Consulting Office prior to your hire date in order to ensure you are compliant with these rules.

The University may provide a reimbursement for [moving expenses](http://s.uconn.edu/4po) in accordance with the policy and subject to appropriate documentation and required receipts. Please contact your department for assistance.

UConn is Connecticut’s only public research extensive university, a prestigious designation that rests firmly on the institution’s commitment to the unfettered pursuit of knowledge through research, teaching, and outreach. You are joining a University in which diverse views are welcomed and respected even as we work together to advance our academic mission and to effect constructive change. We are delighted that you will be joining us.

Sincerely,

RECRUITERFNAME RECRUITERLNAME

Dean

I ACCEPT THIS APPOINTMENT UNDER THE TERMS DESCRIBED ABOVE.

By accepting this appointment I agree to abide by all University policies including, but not limited to, the [University’s Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/) and the [State Code of Ethics](https://policy.uconn.edu/2011/05/24/guide-to-the-state-code-of-ethics/).

Policies for review at <http://policy.uconn.edu>:

“Moving” Expenses Reimbursement: <http://s.uconn.edu/4po>

“Consulting”: <http://policy.uconn.edu/?p=155>

“Extra Compensation”: <http://policy.uconn.edu/?p=366>

“Code of Conduct” Guide: <http://policy.uconn.edu/?p=140>

“PTR”: <http://s.uconn.edu/4qh>

*Last updated November 2019*