CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

I am pleased to offer you appointment as a department head 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 |
| Full-Time Annual Salary | $OFFERSUPER |
| Faculty Base | $OFFERSUPPLEMENTARY\_TEXT02 |
| Additional One Month | $OFFERSUPPLEMENTARY\_TEXT03 |
| Additional Two Month | $OFFERSUPPLEMENTARY\_TEXT05 |
| Administrative Supplement | $OFFERSUPPLEMENTARY\_TEXT01 |
| 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.

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).”

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}**.

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 accepting an appointment at 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 in this role.

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>:

“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*