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 |
| Department Head | RECRUITERFNAME RECRUITERLNAME |
| Executive Division | JOBBRAND |
| Building Location | SITETITLE |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Full-Time Annual Salary | $OFFERSUPER |
| Consideration for Academic Tenure | GENERIC\_CONSIDERATIONTENTURE\_ |
| Tenure Effective | GENERIC\_TENUREEFFECTIVE\_ |
| Faculty Base | $OFFERSUPPLEMENTARY\_TEXT02 |
| Administrative Supplement | OFFERSUPPLEMENTARY\_TEXT01 |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| New Faculty Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |

This appointment carries a twelve months of effort for which you will accumulate 22 days of paid vacation per year, consistent with Board policy. With written approval of the Provost, one-month of time may be bought out on an externally funded grant by charging the grant one-ninth of the faculty component of the salary.

The University applies salary increases proportionately to each component of your salary, with the exception of promotional increases, which apply only to base. As a management employee (referred to at the University as “management exempt”) your appointment as [**Associate Vice Provost/Dean/Associate Dean]** is at will and you will serve at the pleasure of the **[Provost, Dean]**. Should you resign or be removed from your position, you will revert to a nine-month faculty appointment in the Department of **[Department]** and your salary will be adjusted to the base faculty rate in effect at that time. It is University policy that senior administrators be evaluated at least once each year. It is also my expectation that you will receive a comprehensive review at least every five (5) years.

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](mailto: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}**.

You will receive the first biweekly paycheck two weeks after the close of the pay period in which you are hired, contingent upon all required documentation being in place.

You are eligible for academic tenure according to the University of Connecticut By-Laws, contingent on favorable review by the Department, School or College, and Office of the Provost, followed by 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 by the start of your appointment.

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.

**[Moving reimbursement, if applicable]** The University may provide a reimbursement for [moving expenses](http://s.uconn.edu/4po) in accordance with the [policy](http://policy.uconn.edu/?p=987) 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,

[**Provost, VP, or 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>:

“Managerial” Benefits Policy <http://s.uconn.edu/4u6>

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

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

“PTR”: <http://s.uconn.edu/4qh>

*Last updated November 2019*