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 |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| New Faculty Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |

This appointment carries twelve months of effort for which you will accumulate 22 days of paid vacation per year, consistent with Board policy.

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.

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).

Let me define some of the parameters of your appointment. As a [management employee](http://s.uconn.edu/4u6) (referred to at the University as “management exempt”) your appointment as **[Executive Vice President, Vice President,** **Associate Vice President, etc.]** is at will and you will serve at the pleasure of the **[President, Provost, Executive Vice President]**. 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.

**[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.

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 are joining a University hallmarked by a sense of community in which diverse views are welcomed and respected and in which there is a sense of unity, which comes from working together to effect constructive change. UConn is Connecticut’s only public research extensive university, a prestigious designation shared by only the nation's top higher education institutions. UConn emphasizes the discovery of knowledge through research and through the dissemination of that knowledge in learning and outreach. We have one goal: assuring the vitality and viability of the University of Connecticut for the benefit of the state and its citizens. We are delighted that you will be joining us in this effort.

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*