CURRENTDATE

APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

I am pleased to offer you a senior administrative position 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 |
| Faculty Base | $OFFERSUPPLEMENTARY\_TEXT02 |
| Additional One Month | $OFFERSUPPLEMENTARY\_TEXT03 |
| Additional Two Month | $OFFERSUPPLEMENTARY\_TEXT05 |
| Administrative Supplement | $OFFERSUPPLEMENTARY\_TEXT01 |

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

The benefits available to you as a management exempt employee are established by the University’s Board of Trustees and described generally in the attached policy. Please be aware that these benefits may be modified or augmented by the Board of Trustees in the future.

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 maintain your [tenured](http://s.uconn.edu/4qh) faculty position at the rank of **[insert rank]** in the **[identify tenure home/department]** and **[identify any special privileges associated with the faculty seat/assignment].**

I am delighted that you are willing to take on the assignment of **\_\_\_\_\_\_**. You will be joining an outstanding group of senior academic leaders at the institution who are committed to bringing the University to the next level in academic distinction. I know you will be a valuable member of this team and I look forward to working with you to achieve all of our goals for the **[College/School/Division].**

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>

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

*Last updated November 2019*