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 |
| Work Department/Non-Academic | GENERIC\_WORKDEPT\_ |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Probationary/Working Test Period | GENERIC\_PROB\_ |
| Full-Time Annual Salary | $OFFERSUPER |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |
| Union Info | <http://www.uconnaaup.org/> |

This appointment does not lead to permanent academic tenure. The first year of your appointment is a probationary year. After a successful probationary year you will be eligible for additional annual appointments, up to a maximum of five one-year appointments. Beginning the seventh year you will be eligible for multi-year appointments of between three and five years in duration.

Your salary is based on a GENERIC\_APPOINTMENT\_ appointment and paid biweekly over twelve months.

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 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 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}**.

**[Degree pending, if applicable]** Your appointment is contingent upon completion of your Ph.D. Should you not complete all requirements for the doctorate by \_\_\_\_\_\_, you will receive an appointment as an Instructor with an annual salary of \_\_\_\_\_\_ *[approximately 5% less than a salary with Ph.D.]*. It is expected that you complete all requirements of the Ph.D. by \_\_\_\_\_\_\_ *[not more than one year from the date of appointment]*. Upon completion of the Ph.D. you will be eligible for promotion to [**New Title**] at the beginning of the next academic year.

**[License Requirement, if applicable]** Your position requires that you have current and active **[Specify licensure or certification]** as a \_\_\_\_\_\_\_. This requirement continues throughout your employment in this capacity and loss of this important credential may jeopardize your continued employment. It is your responsibility to advise us of any change in the status of your license.

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.

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

Supervisor

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>:

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

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

*Last updated November 2019*