APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME:

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.

|  |  |
| --- | --- |
| Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| School/College/Division | JOBDEPARTMENT |
| Executive Division | JOBBRAND |
| Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Building Location | SITETITLE |
| Work Department/Non-Academic | GENERIC\_WORKDEPT\_ |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Percent Employed | JOBSUPPLEMENTARY4 |
| 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 |
| 3rd Year Reappointment Review | GENERIC\_3RDYEAR\_ |
| Consideration for Academic Tenure | GENERIC\_CONSIDERATIONTENTURE\_ |
| Tenure Effective | GENERIC\_TENUREEFFECTIVE\_ |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |
| Union Info | <http://www.uconnaaup.org/> |

**[For nine-month faculty]** 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 81% **[89% if 10-month appointment]** 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 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.

**[Additional Months/Admin Supplement, if applicable]** 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 JOBTITLE, 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 an opportunity to earn [additional compensation](http://policy.uconn.edu/?p=366) 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 base annual salary under the “[Extra Compensation Policy for Full-time Faculty in AAUP](http://policy.uconn.edu/?p=366).”

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 your department immediately.

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}**.

This position may lead to academic[tenure](https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-reappointment/) according to the *By-Laws of the University of Connecticut.* According to procedures, you will be subject to annual reappointment reviews. Your third-year reappointment review consideration for academic tenure will occur as noted in the table on page one.

This offer includes a start-up package of **{$XX,XXX}**. These funds will be available on **{INSERT AVAILBILITY DATE}** and must be used by **{INSERT EXPIRATION DATE}**.

**[Degree pending, if applicable]** Your appointment as an Assistant Professor 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 \_\_\_\_\_\_ **[Assistant Professor salary less promotional increase amount stipulated in AAUP collective bargaining agreement].** It is expected that you complete all requirements of the Ph.D. by **\_\_\_\_\_\_\_ [not more than one year from date of appointment]**. Upon completion of the Ph.D. you will be eligible for promotion to JOBTITLE 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.

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 will provide reimbursement or direct payment for relocation and moving expenses in accordance with the [Relocation and Moving Policy](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fpolicy.uconn.edu%2F2013%2F08%2F07%2Frelocation-and-moving-policy%2F&data=04%7C01%7Cvictoria.meacham%40uconn.edu%7Ca45be3d7ccc8457e87cf08d8e01a2c2b%7C17f1a87e2a254eaab9df9d439034b080%7C0%7C0%7C637505750304016825%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=vRDEK8wrF2ttcYP5BcKSnroMmfV0D1X1aB4ia0pXKo8%3D&reserved=0). For your move from OFFERSUPPLEMENTARY\_TEXT06 the department of JOBSUBDEPARTMENT will provide up to ADDITIONALALLOWANCE1. Please refer to the University’s [Relocation and Moving Procedures](https://policy.uconn.edu/wp-content/uploads/sites/243/2021/05/Relocation-and-Moving-Procedures.pdf) for more information. A representative from Signature Relocation will reach out to you within a week of the acceptance of this offer to consult with you regarding your relocation.

UConn is Connecticut’s only public research-intensive 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.

Please indicate your acceptance of the offer electronically no later than five business days from the date you received the letter.

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

**{Supervisor’s Title}**

By accepting this appointment I agree to the terms described above and 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>

“Extra Compensation”: <http://policy.uconn.edu/?p=366>

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

“Relocation and Moving”: <http://s.uconn.edu/4po>

“PTR”: [http://s.uconn.edu/4gh](https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-reappointment/)