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 |
| Provost, Dean, VP | SIGNEDBYFNAME SIGNEDBYLNAME |
| Executive Division | JOBBRAND |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Percent Employed | JOBSUPPLEMENTARY4 |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Full-Time Annual Salary | $OFFERSUPER |
| Faculty Base | $OFFERSUPPLEMENTARY\_TEXT02 |
| Administrative Supplement  | OFFERSUPPLEMENTARY\_TEXT01 |
| Sign On Bonus | **[Insert Amount]** |
| Consideration for Academic Tenure | Currently in Review |
| Tenure Effective | GENERIC\_TENUREEFFECTIVE Subject to BOT Approval |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Retirement Election Deadline | OFFERSTARTDATE |
| 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. With written approval of the Provost, 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 JOBTITLE 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 JOBSUBDEPARTMENTand 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 on the Human Resources [website](https://hr.uconn.edu/employee-benefits-overview/). Please be aware that these benefits may be modified or augmented by the Board of Trustees in the future. If eligible for health insurance, coverage will become effective on the first of the month following your date of hire provided the enrollment process is completed within the initial 31 days of employment.

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 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}**.

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](http://s.uconn.edu/4qh) according to the University of Connecticut By-Laws, contingent on favorable review by the JOBSUBDEPARTMENT, JOBDEPARTMENT, 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 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 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.

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

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

**Provost, Dean, VP**

By accepting this appointment electronically 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:

[Consulting for Faculty and Members of the Faculty Bargaining Unit](https://policy.uconn.edu/2011/05/17/policy-on-consulting-for-faculty-and-members-of-the-faculty-bargaining-unit/)

[Relocation and Moving](https://policy.uconn.edu/2013/08/07/relocation-and-moving-policy/)

[Code of Conduct](https://policy.uconn.edu/2011/05/17/employee-code-of-conduct/)

[Promotion, Tenure, Reappointment](https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-reappointment/)