APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME:

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.

|  |  |
| --- | --- |
| Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| School/College/Division | JOBDEPARTMENT |
| Executive Division | JOBBRAND |
| Department Head/Dean | 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 |

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, 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. Your benefit and retirement elections will continue unchanged. Please contact the Employee Benefits Department at benefits@uconn.edu or (860) 486-3034 should you have any questions. Your University Network Identifier, known as a Net ID, will remain the same.

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 [JOBTITLE] in the **[identify tenure home/department]** and **[identify any special privileges associated with the faculty seat/assignment].**

Please be aware that the University has a Board of Trustees approved policy regarding [consulting](http://consulting.uconn.edu). The policy, related documents, and training materials may be found at http://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.

I am delighted that you are willing to take on the assignment of **JOBTITLE.** 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].**

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

Sincerely,

SIGNEDBYFNAME SIGNEDBYLNAME

[**Provost, VP, or Dean**]

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 and 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/)

[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/)