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 |
| Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Percent Employed | JOBSUPPLEMENTARY4 |
| Start Date | OFFERSTARTDATE |
| Full-Time Annual Salary | $OFFERSUPER |

Let me define some of the parameters of your appointment. As a [management employee](http://s.uconn.edu/4u6) (referred to at the University as “management exempt”) your appointment as JOBTITLE is at will and you will serve at the pleasure of the **[President, Provost, Executive Vice President]**. 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.

This appointment carries twelve months of effort for which you will accumulate 22 days of paid vacation per year, consistent with University policy. 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/benefits-beyond-pay/). 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 position}**.

I am delighted that you are willing to take on the position of JOBTITLE. You will be joining an outstanding group of senior 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](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:

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