APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME:

I am pleased to offer you employment at the University of Connecticut. Unless you are advised to the contrary in writing, your last day with us will be the end date listed below.

|  |  |
| --- | --- |
| Job Title | JOBTITLE |
| Department | JOBSUBDEPARTMENT |
| School/College/Division | JOBDEPARTMENT |
| Executive Division | JOBBRAND |
| Principal Investigator/Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Building Location | SITETITLE |
| Work Department/Non-Academic | GENERIC\_WORKDEPT\_ |
| Grant Funded | Yes **{update to No if not grant funded}** |
| Appointment Term | GENERIC\_APPOINTMENT\_ |
| Percent Employed | JOBSUPPLEMENTARY4 |
| Full-Time Annual Salary | $OFFERSUPER |
| Start Date | OFFERSTARTDATE |
| End Date | OFFERENDDATE |
| Orientation Date | OFFERSUPPLEMENTARY\_DATE01 |
| Health Benefits Enrollment Deadline | 31 Days after OFFERSTARTDATE |
| Union Info | <https://uconnpostdocunion.org/> |

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 **[Degree Pending, if applicable]{degree conferral or receipt of proof that all your PhD requirements have been me**t} and successful completion of a criminal background check by the start date of this appointment, 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 and securing your University Network Identifier (NetID). 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. Information regarding available benefits, including eligibility and enrollment details, can be found on the UConn Benefits website: <https://hr.uconn.edu/employee-benefits-overview/>.

The International Student and Scholar Services Office (ISSS) supports the greater internationalization of the University of Connecticut through the development and delivery of services and programs that help our international students, scholars, faculty and staff accomplish their academic and professional goals at UConn. ISSS may be reached by phone at (860) 486-3855 or by email at international@uconn.edu.

During your interview, we discussed a full-time work schedule typically Monday through Friday. There may be additional hours on occasion.

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 a** **brief summary of the general nature of required duties and anticipated research project(s)}**. If you have questions or require additional information regarding this appointment, you may contact **{Name of hiring unit person and contact information}** within the department of JOBSUBDEPARTMENT. In addition, you will have the opportunity to develop and discuss an Individual Development Plan with your PI.

Other rights and terms and conditions of your appointment are contained in the collective bargaining agreement between the University of Connecticut and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), Local 6950. A copy of the collective bargaining agreement may be found on the Labor Relations website: <https://hr.uconn.edu/labor-contracts-unions/.> Additional information is available on the Union’s website at: [https://uconnpostdocunion.org/.](https://uconnpostdocunion.org/)

**[Licensure needed, if applicable]** Your position requires that you have a 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.

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

Supervisor

By accepting this appointment electronically I agree to the terms described above and 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/). I also acknowledge that if I fail to arrive in the United States prior to the start of my appointment or depart prior to the end of my appointment without permission from my supervisor, the terms and conditions of my employment could be impacted accordingly.

Policies for review:

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

[Non-Discrimination, Harassment, and Related Interpersonal Violence](https://policy.uconn.edu/2015/12/29/policy-against-discrimination-harassment-and-related-interpersonal-violence/)