APPLICANTFNAME APPLICANTLNAME

APPLICANTSTREET1

APPLICANTSUBURB, APPLICANTSTATE APPLICANTPOSTCODE

Dear APPLICANTFNAME APPLICANTLNAME:

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 |
| Supervisor | SIGNEDBYFNAME SIGNEDBYLNAME |
| Executive Division | JOBBRAND |
| 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 |
| 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 |
| Union Info | <http://www.uconnaaup.org/> |

**[Off Cycle Start Date, if applicable]** As a faculty member with a start date outside the standard academic year beginning on August 23, your full-time biweekly rate of pay will be reduced to **{insert percent}**% for the period of OFFERSTARTDATE through August 22, \_\_\_\_\_. Although your biweekly rate of pay has been reduced, you are still required to contribute 100% effort. Appointments that continue effective August 23, \_\_\_\_\_ will increase to a 100 percent biweekly rate of pay on August 23, \_\_\_\_\_\_ to reflect full earnings for the following academic year. We strongly encourage you to visit the [Faculty Pay Model](https://provost.uconn.edu/faculty-and-staff-resources/faculty-compensation-resources/faculty-pay-model/) for more information on faculty compensation.

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. Please visit the [Faculty Pay Model](https://provost.uconn.edu/faculty-and-staff-resources/faculty-compensation-resources/faculty-pay-model/) for more information on faculty compensation.

**[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 the opportunity to earn additional compensation 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 nine-month faculty base salary under the [Policy on Faculty Compensation.](https://policy.uconn.edu/2011/05/24/extra-compensation-for-full-time-faculty-in-aaup-policy-on/)

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). 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.

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 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}**.

In your capacity as a faculty member, you are eligible for academic [tenure](https://provost.uconn.edu/faculty-and-staff-resources/promotion-tenure-reappointment/) under the *By-Laws of the University of Connecticut*, contingent upon favorable review by the JOBSUBDEPARTMENT, JOBDEPARTMENT and Provost, and 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 upon your appointment.

 **[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 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’s Title}**

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:

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

[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/)

[Faculty Compensation](https://policy.uconn.edu/2011/05/24/extra-compensation-for-full-time-faculty-in-aaup-policy-on/)

[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/)

[Faculty Pay Model](https://provost.uconn.edu/faculty-and-staff-resources/faculty-compensation-resources/faculty-pay-model/)