

[INSERT OFFER DATE]

[INSERT RECIPIENT NAME]

[INSERT RECIPIENT ADDRESS]

Dear [INSERT RECIPIENT NAME],

It’s my pleasure to invite you to join [INSERT DIVISION/DEPARTMENT] in the position of [INSERT JOB TITLE].

Please take some time to review and consider the complete terms of this offer letter. This offer supersedes all other commitments written or verbal that may have been made to you.

This offer is valid until [INSERT DEADLINE]. To accept this offer, please sign and return by the deadline.

Please contact me at [INSERT EMAIL/PHONE NUMBER] if you have any questions about the department, the University, or the terms of this offer. It is our sincere hope that you join our team.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[INSERT HIRING MANAGER NAME]

[INSERT HIRING MANAGER TITLE]

The foregoing employment offer is accepted:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date



# OFFER TERMS FOR:

[INSERT RECIPIENT NAME]

**OFFER DATE:** [INSERT OFFER DATE]

**TITLE:** [INSERT JOB TITLE]

**DEPARTMENT:** [INSERT DIVISION/DEPARTMENT]

**START DATE:** [INSERT START DATE] (Contingent upon completion of all required hiring documents)

**COMPENSATION:** $[INSERT AMOUNT], [INSERT “Per Hour” OR “Salary at 1.0 full-time equivalency (FTE)”]. If you are a salaried employee and have a FTE of less than 1.0, your salary will be prorated by your respective FTE.

**FULL TIME EQUIVALENCY (FTE):** [INSERT FTE]

**YOU WILL REPORT TO:** [INSERT HIRING MANAGER NAME]

**FAIR LABOR STANDARDS ACT STATUS:** [INSERT EXEMPTION STATUS]

**WORK CALENDAR:** [INSERT “Academic” OR “Fiscal”]

# BENEFITS

You are [INSERT “eligible” OR “not eligible”] for benefits. To learn more about eligibility, deadlines, and the plans the University offers, please visit hr.arizona.edu.

# RETIREMENT PLANS

You are [INSERT “eligible” OR “not eligible”] to participate in a retirement plan. To learn more about eligibility, deadlines, and the plans the University offers, please visit hr.arizona.edu.

# CONDITIONS OF SERVICE

This Career-Track appointment is covered under Section 6-201 of the Arizona Board of Regents (ABOR) Policy Manual, Conditions of Faculty Service, and Chapter 3 of the University Handbook for Appointed Personnel. This nontenure-track appointment is not eligible for tenure and is subject to the final approval of the President.

Within the parameters of your assigned duties, you will have the privileges and responsibilities set forth in your Notice of Appointment, which is the University's official employment contract. Performance of assigned duties and responsibilities will be subject to ongoing evaluation by an appropriate administrator. Performance will be considered in decisions relating to compensation, retention, tenure, promotion, suspension, termination, or a decision not to renew an appointment. Your duties, including your teaching load, may change based on the needs of the Department and the University.

Your appointment is for three years beginning with the [INSERT YEARS 0000-0000] academic year, contingent upon a satisfactory performance review at the end of each year and the availability of funds. This appointment is renewable for additional two- or three-year intervals, depending on the needs of the Department.

In your capacity as [INSERT JOB TITLE], you will be expected to participate fully and with distinction, teaching the equivalent of [INSERT NUMBER] courses per academic year. Your teaching duties will constitute [INSERT PERCENT] of your workload; [INSERT PERCENT] will be devoted to research, and [INSERT PERCENT] to service, including advising students and participating in other tasks associated with the Department’s instructional program. Your duties, including your teaching load, may change based on the needs of the Department and the University. Additional duties may be assigned.

[OPTIONAL LANGUAGE] To support your teaching and research, the [INSERT DEPARTMENT] Department will provide you with a discretionary budget of $[INSERT AMOUNT], in each of the three years of this appointment.

# EMPLOYMENT SCREENING PROCESS

This offer of employment and continued employment is contingent upon the satisfactory completion and successful outcome of the University’s pre-employment screening process. The screening process includes, but is not limited to the University’s application, validation of references and credentials, and background check. Misrepresentation of your qualifications may be grounds for offer withdrawal or employment dismissal.

# REQUIRED UNIVERSITY TRAINING

The University requires all new hires complete the following trainings within 30 days of hire: Preventing Harassment and Discrimination, Arizona Public Service Orientation, and Security Awareness.