Template 3.c: Part-time UA - Research, Library or Extension and Emeritus faculty conducting research (updated December 2023)

* *New Hires: Provost signature required.*
* *Rehires: Provost signature line not required.*

DATE

Dr.

## Address

# Address

Dear

We are pleased to offer you a part-time faculty appointment as Insert: Research, Library, Extension, or Emeritus Titlein the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Vermont as specified in this letter.

* Term of this appointment: : ([click this link to look up dates by year](https://www.uvm.edu/sites/default/files/UVM-Faculty-Affairs/Faculty_Appointment_Letter_Dates_rev_09-12-18.pdf))

*[academic year: insert actual dates here}*

*or*

*[fiscal year: insert actual dates here 7/1/xxxx to 6/30/xxxy]*

*or*

*[other: DATE to DATE]*

* FTE:
* Annualized Salary Rate and Actual Earnings for this Appointment: $

For the following section, refer to Article 16, Workload for language appropriate to this appointment. Select:

Your workload for this appointment will include

OR

Your workload for this appointment is described in the attached workload form.

Your University status renders you a member of a bargaining unit. You are represented by the United Academics ([www.unitedacademics.org](http://www.unitedacademics.org)) – Part-Time Union on matters affecting terms and conditions of employment and you are subject to the Agreement in effect between the University and United Academics. The Agreement may be viewed at: <https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>. You are also subject to such departmental, college and university policies and procedures as may be issued from time to time.

Include this language if relevant to the appointment: Prior to the start of your paid appointment you will be provided a University NetID which will afford you the ability to fully utilize the University Libraries. With a University NetID you may also obtain a University ID card (CatCard). Insert this additional statement if relevant to the appointment: The CatCard is necessary should you be required to access designated University facilities to set up your laboratory. Access to University buildings must be coordinated in advance with (name, department, etc.). Insert this additional statement if relevant to the appointment: The NetID will further allow you to access Brightspace and Banner-Student to begin preparing your courses.

New Faculty Orientation will take place on (see the Faculty/Recruitments/Appointment Letter Dates (PDF) on the [Resources for Faculty And Chairs](https://www.uvm.edu/provost/resources-faculty-and-chairs) web page to look up dates by academic year) Insert: dates. August xx-xx, 20xx. ***Attending this two-day event is optional for part-time faculty, though registration is required.*** If you would like to register for orientation go to <https://www.uvm.edu/provost/forms/registration-new-faculty-orientation>. If you choose to attend, you may be eligible for payment in accordance with Article 16.12 of the Agreement.

**Include if fully remote upon hire:** The University agrees that commencing on your hire date, you may telework on a full-time basis from a non-UVM facility located in [City, State]. Please refer to Federal and State Labor Laws (<https://www.jjkeller.com/learn/SHRMPDF>) for further information regarding those applicable laws in the state you work in. If you wish to telework from a different location, you will need to submit a telework request and receive prior approval for a change in work location following the University’s telework policies and procedures.

The University of Vermont is an educationally purposeful community seeking to prepare students to be accountable leaders in a diverse and changing world. Members of the University of Vermont community embrace and advance the values of Our Common Ground (<https://www.uvm.edu/president/our-common-ground>).

Vermont state statute requires all US citizens in faculty positions at publicly-funded universities to subscribe to an oath to: support the US Constitution, the Vermont Constitution, and all state and federal laws. Your position may include formal and/or informal instructional responsibilities. If you are a US citizen, your signature on this appointment letter serves as your attestation to this oath.

If the terms and conditions described above are acceptable to you, please sign and date this letter in the space provided below and return the original, signed copy Insert if relevant along with the personnel information sheets to (Name) (Title) (Campus Address) University of Vermont (City) Vermont (Zip) (Email or Fax #).

Please select one of the following statements:

We look forward to hearing from you by DATE.  
  
We look forward to hearing from you within XX days of your receipt of this letter.

We look forward to hearing from you within XX days of your receipt of this letter, after which time this offer is no longer valid.

This offer expires XX days after the day of receipt. We look forward to hearing from you as soon as possible.

Sincerely,

Remove Provost signature for rehire and reformat other signature blocks on page.

\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean Patricia A. Prelock, PhD, CCC-SLP, BCS-CL

Dept. of \_\_\_\_\_\_\_\_\_\_\_ College of \_\_\_\_\_\_\_\_\_\_\_\_\_ Provost and Senior Vice President

Please format this letter such that the faculty member’s signature block is not the only item on Page 2.

Acceptance:

I accept the offer as outlined above.

Date Signature

*To help avoid a delay in your payment, please return your signed appointment letter promptly.*