Template 5b: Full-time UA Extension Faculty Appointment Letter, One Year (updated December 2023)

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

DATE.

Dear \_\_\_\_\_\_\_:

We are pleased to offer you the position of Extension Insert: Rank Select: through UVM Extension OR in the Department of NAME at the University of Vermont. This appointment has a full-time equivalency of .80 FTE and a 12-month term for the period DATE, YEAR through DATE, YEAR. The FY XX salary will be $XX,XXX. Insert if applicable: The academic year is defined as beginning one week before the Fall semester and extending one week beyond Commencement in the Spring.

Include if applicable for new hires: Our commitments to you are as follows, contingent upon your continued employment at the University:

Include information about start-up funding, summer funding, lab facilities, etc. and/ or other applicable language to be folded in here.

The (department and/or college) will provide up to $X,XXX toward documented relocation expenses according to the federal tax regulations and University of Vermont guidelines. Any payment or reimbursement will be considered taxable wages.

Your terms and conditions of employment are governed by the Collective Bargaining Agreement (CBA) between the University and United Academics (UA) as well as any department, college, and university policies and procedures that may be issued from time to time. You may refer to the current agreement by viewing the website at: <https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>.

**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.

If the faculty member is brand new to the union, include this paragraph: 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 mandatory two-day event is a condition of employment. You will be introduced to the University’s senior leadership, receive information about human resources policies, enroll in employee benefit programs, and learn about important academic policies and procedures. To register for orientation go to <https://www.uvm.edu/provost/forms/registration-new-faculty-orientation>. This site is also an important source of general information about the University and the community.

Include this language if faculty member does not have NetID: 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.

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 sheet(s)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’s signature for rehire and reformat other signature blocks on page.

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

Department of \_\_\_\_\_\_\_\_\_\_\_\_ UVM Extension or College Provost and Senior Vice President

Please format this letter such that the faculty member’s signature block is not the only item appearing 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.*