Template 5.g: Full-time, UA TT Instructor (appointment converts to Assistant Professor pending PhD completion) (updated December 2023)

DATE

Name

Address

Address

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

We are pleased to offer you the position of tenure-track Assistant Professor in the Department of \_\_\_\_\_\_\_\_\_\_ at the University of Vermont. This appointment will be full-time at 1.0 FTE, with a nine-month term, for academic years 20XX-YY, 20XX-YW, and 20XX-YZ. Your salary for the first year of your appointment will be $XX,XXX. The academic year is defined as beginning one week before the Fall semester and extending one week beyond Commencement in the Spring.

This appointment is contingent on you completing all the requirements for your PhD by (DATE example 7/1/1xx). You must provide proof of completion on or before (Date example 6/30/xx). If you have not completed your PhD requirements by the this date, your appointment will be at the rank of Instructor for only one academic year 20xx-xy at a salary of $XX,XXX. At such time within the initial contract year that you complete all the requirements for the PhD, your appointment will be converted to the rank of Assistant Professor at an annual rate of $XX,XXX, pro-rated for the remainder of AY20x-xy, effective with the date of completion (Note: the difference in the Instructor and Assistant Processor salary is $2,000.

Include for new hires as applicable: Our commitments to you as a tenured-track Assistant Professor, are as follows:

Include information on startup funding, summer funding, lab facilities, etc. and/or other applicable language here. Use of these funds will be contingent upon continued employment and, beyond Date, successful first reappointment.  **(For questions or assistance with the appointment letter, please email** [**facultyservices@uvm.edu**](mailto:facultyservices@uvm.edu)**)**

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.

You will receive a two-course release, or equivalent, before the beginning of your fourth year. The purpose of this release is to allow you to devote more time to research OR scholarship activity OR creative activity. The timing of any release will be jointly determined by the Chair and you and will be incorporated into the written work expectations for the workload period.

Should you separate from the University for any reason earlier than your contracted term, you are forfeiting the right to any unused funds as described above.

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 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.   
  
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 your decision is to accept the position as stated above, please indicate your acceptance by signing a copy of the appointment letter and returning it 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 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.

Sincerely,

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

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

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

Acceptance: I accept the offer as outlined above:

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

Date Signature

cc: Academic Record File