Template 4a: Full-Time, Non-Union – Faculty Appointment Letter (updated December 2023)

* *New Hire: Provost’s signature required.*
* *Rehire: Provost’s signature line not required.*

DATE

Name

## Address

# Address

Dear :

We are pleased to offer you an appointment as \_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_ at the University of Vermont. This appointment will be XX% FTE for the select: academic year 20xx-20yy OR fiscal year 20xx-xx. The salary for this appointment will be $\_\_\_\_\_\_\_\_. 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.

In addition to the terms and conditions stated in this letter of appointment, faculty are subject to departmental, College and University policies.

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>).

**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.

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 Insert if relevant along with the personnel information sheet(s) and returning it 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

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.*