Template 5.d: Lecturer, FT Union, Two-Year Appointment Letter (November 2019)

DATE

Address

Address

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

We are pleased to offer you the position of Lecturer in the Department of \_\_\_\_\_\_\_\_\_\_ at the University of Vermont. This appointment will be XX% FTE for Academic Years 20XX-20YY and 20YY-20YY. The salary for Academic Year 20XX-20YY will be $\_\_\_\_\_\_\_\_\_. The academic year is defined as beginning one week before the Fall semester and extending one week beyond Commencement in the Spring.

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 at this link: <https://www.uvm.edu/provost/university-manual-collective-bargaining-agreements-faculty-handbooks>.

Add in if this is a new hire and relocation money is needed to confirm employment, though typically not offered for NTT faculty.

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.

If the faculty member is brand new to the union, include this paragraph: New Faculty Orientation will take place on ([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)) 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 Blackboard 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 to the (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,

\_\_\_\_\_\_\_\_\_\_\_\_\_, 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.*