**NTT-Faculty Summer Appointment Letter-Part Time-Unpaid**

(please remove the above title and place this letter on your electronic letterhead)

**Date**

**Name**

**Address**

**City, State, Zip Code**

Via email: **Email Address**

Dear **Name**:

I am pleased to offer you a summer appointment at the University of Texas at Arlington (UTA) as **Title.** You will be assigned to the Department of **Department Name** and your duties and schedule will be determined by the Chair of the Department.

All faculty, administrators, and staff are subject to the relevant provisions of the [Rules and Regulations of the Board of Regents](https://www.utsystem.edu/offices/board-of-regents/regents-rules-and-regulations) and the [Handbook of Operating Procedures](https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.main) of The University of Texas at Arlington and to applicable state and federal laws.

Your appointment will be effective for the period beginning **Date** and ending **Date**.  This appointment is without pay or tenure and for the indicated period only. A formal offer will be made for any appointment beyond that period.

(OPTIONAL LANGUAGE: Your job duties will include **Job Duties.**)

(INSERT THE THREE PARAGRAPHS BELOW IF THIS APPOINTMENT IS FOR A NEW FACULTY MEMBER – REMOVE IF FOR A CURRENT FACULTY MEMBER)

Upon submitting this signed offer letter, you will be directed to complete your new employee paperwork. Your new employee paperwork must be completed prior to your hire date. The position you are being offered is not eligible to receive medical, dental, or life insurance benefits with UTA.

The University now uses the federal electronic employment verification system known as E-Verify for all new hires and rehires. The E-Verify system compares the information that employees submit on their Form I-9 with records maintained by the federal government. The E-Verify program has stringent deadlines for processing verifications and penalties for non-compliance. ***This requires that you report to the Human Resources department on or before your first day of employment to complete this process.*** You can find a copy of the I-9 and a list of acceptable documents to verify employment eligibility by going to: <http://www.uscis.gov/files/form/i-9.pdf>. We are required by the Federal Immigration Reform and Control Act to have documentation that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States. You must meet the requirements of the Act to qualify for appointment.

If you are a foreign national in need of US work authorization this offer is contingent upon your ability to satisfy all immigration requirements, US travel regulations, and University policies especially those regarding travel and entering the country. If external circumstances limit your ability to meet all these requirements the University of Texas at Arlington reserves the right to delay or withdraw this offer.

This offer is also contingent upon satisfactory completion of all pre-employment screening requirements, which includes a criminal background check, and receipt of your terminal degree to meet certification necessary for accreditation.

Please indicate your acceptance or declination of this offer by signing in the space indicated below and returning via email to **Name** at **Email Address** on or before **Date** so that we may forward your appointment for the review and approval process.

If you have any questions, please call me.

Sincerely,

**Name of Dean or Department Chair**  
**Dean** or **Department Chair**, **Name of College or School**

xc:       Academic Personnel Office ([academicpersonnel@uta.edu](mailto:academicpersonnel@uta.edu))

**Name of Dean** or **Department Chair**, **Dean or Chair**, **College or School** (THIS SHOULD BE THE OPPOSITE OF THE PERSON WHO SIGNED ABOVE)

I accept this offer of appointment.

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**Faculty Name**                                                  Date

I decline this offer of appointment.

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**Faculty Name**                                                      Date