**Offer Letter for Non-Tenure Track Faculty – Paid**

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

**Date**

**Name**

**Address**

**City, State, Zip Code**

Via email: **Email Address**

Dear **Name**:

I am pleased to offer you an 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.

All faculty must adhere to minimum workload requirements set by the Board of Regents. The Regents Rules sections relating to faculty workload requirements can be found at [Rule 31006: Faculty Workload and Reporting Requirements](http://www.utsystem.edu/board-of-regents/rules/31006-academic-workload-requirements).

(INSERT PARAGRAPH 1, 2 or 3, BELOW AS APPLICABLE)

*1. NTT Academic Year (9-month Academic Rate)*

Your initial appointment will be effective from **Start Date** through **End Date**. This **X.XX FTE** appointment provides a nine-month salary of **$Academic Rate** for this time period. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing. This appointment is without tenure and for the indicated period only. Should you be renewed for this position, a renewal appointment letter will be issued to you.

*2. NTT Instructional Term (4.5 month Term Rate)*

Your initial appointment for the **Term Year** will be effective from **Start Date** through **End Date**. This **X.XX FTE** appointment provides a salary of **$Term Rate** for this time period. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing. This appointment is without tenure and for the indicated period only. Should you be renewed for this position, a renewal appointment letter will be issued to you.

*3. NTT Instructional Term (4.5 month Class Rate)*

Your initial appointment for the **Term Year** will be effective from **Start Date** through **End Date**. This **X.XX FTE** appointment provides a salary of **$Class Rate** for this time period. The salary is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing. This appointment is without tenure and for the indicated period only. Should you be renewed for this position, a renewal appointment letter will be issued to you.

*4. NTT Instructional Term (Hourly Rate)*

*(This paragraph is for hourly calculation documentation only; exempt monthly NTT faculty will still be paid on a monthly basis)*

Your initial appointment for the **Term Year** will be effective from **Start Date** through **End Date**. This **X.XX FTE** appointment will be paid at the hourly rate of $**Hourly Rate** (OPTIONAL LANGUAGE: for a total of $**Amount** for this time period). The pay is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize in writing. This appointment is without tenure and for the indicated period only. Should you be renewed for this position, a renewal appointment letter will be issued to you.

(INSERT PARAGRAPH BELOW AS APPLICABLE)

You have been assigned to teach **XXXXXX-XXX**.  This offer is contingent on the minimum enrollment requirements set by the University and upon the availability of funds.  If for some reason, your course(s) does not meet minimum enrollment, this offer is no longer valid.

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

(INSERT PARAGRAPH BELOW AS APPLICABLE) - If the FTE for this appointment is .50 or greater

Upon submitting this signed offer letter you will be directed to complete your new employee and benefits paperwork. Your new employee paperwork must be completed prior to your hire date. You will be entitled to all employee benefits authorized by the Texas Legislature as provided under current state law. The UT Arlington Human Resources Department will discuss all employee benefits with you at the time you complete the paperwork for your appointment, including the level of premium sharing provided by the University. **Please be prepared to provide copies of your marriage certificate, your child(ren)’s birth certificates or appropriate adoption paperwork when enrolling your dependents for benefits.** All benefit elections must be made within 31 days of the date of employment.

(INSERT PARAGRAPH BELOW AS APPLICABLE) - If the FTE for this appointment is less than .50

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 non-benefits eligible.

(KEEP THE PARAGRAPHS BELOW FOR ALL APPOINTMENTS; FULL-TIME AND PART-TIME)

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.

The faculty of the Department of **Department Name** are enthusiastic about your proposed appointment. I share that enthusiasm and look forward to having you as a member of our faculty. 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: Pranesh Aswath, Interim Provost and Vice President for Academic Affairs

(ONLY COPY PROVOST IF LETTER IS FOR FULL-TIME BUDGETED POSITION)

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

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

(INSERT ITEMS BELOW AS APPLICABLE)

**Name**, **Title**, **Name of College/School/Department**

Katherine Jones, International Employment Coordinator (ONLY IF INTERNATIONAL)

I accept this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Candidate Name** Date

I decline this offer of appointment.

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**Candidate Name**  Date