**Offer Letter for Visiting (Assistant Professor/Associate Professor /Professor/Scholar) Appointment - 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 invite you to join us at The University of Texas at Arlington (UTA) with the title of Visiting (**Assistant Professor/Associate Professor/Professor/**

**Scholar**). You will be assigned to the Department of **Department Name** and your duties and schedule will be determined by your supervising professor, **Supervisor’s First and Last Name**, **Supervisor’s Title**. (INSERT or DELETE AS APPLICABLE) Please review enclosed description of job duties.

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 **X.XX FTE,** temporary appointment will be effective from **Start Date** through **End Date** and paid a total of $**Amount**. Your appointment is contingent upon the availability of research funding. 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 time period only. Should you be renewed for this position, a renewal appointment letter will be issued to you. (OPTIONAL LANGUAGE): If your PhD is not completed by **Date**, your rank will be **Rank**, and your salary will be $**Amount**.

(INSERT or DELETE PARAGRAPH BELOW AS APPLICABLE)

You are currently a **Position** at **name of institution/entity and city/state/province/country** and will remain employed at **name of institution/entity** while you are a Visiting (**Assistant/Associate/Professor/Scholar**) at UTA. If your affiliation with **name of institution/entity** changes, you are required to notify **name of contact** at **email of contact** immediately. At all times during the period of this visiting appointment, you will be responsible for the payment of your travel and living expenses, including health care, through non-UTA sources.

(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 complete prior to your hire date. The position you are being offered is non-benefits eligible.

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 a criminal background check, and receipt of your terminal degree to meet certification necessary for accreditation.

We look forward to having you with us as a Visiting **Assistant Professor/Associate Professor/Scholar**) in the Department of **Department Name**. Please indicate your acceptance or declination 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**  
**Chair/Program Director**, **Name of College/School/Department**

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

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

Satu Birch, Director, International Student and Scholar Services

I accept this offer of appointment.

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 **Candidate Name**  Date

I decline this offer of appointment.

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 **Candidate Name**  Date