**Offer Letter for Administrative Appointment with Tenured Faculty Appointment**

**Date**

**Name**

**Address**

**City, State, Zip Code**

Via email: **Email Address**

Dear **Name:**

I am pleased to offer you a position at The University of Texas at Arlington (UTA) as **Administrative Title**. In this capacity, you will report to **Supervisor’s Name, Supervisor’s Title**. In addition, I am authorized to offer you an appointment as **Tenured** **Rank** in the Department of **Department Name**. This appointment is with tenure and is subject to review and approval by the Office of the Chancellor and the Board of Regents of The University of Texas System. 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).

The salary for this 12-month administrative appointment will be $**Salary** with a start date of **Date**. (OPTIONAL LANGUAGE) Should you leave the administrative position and return to faculty status, your nine-month faculty salary will be $ **Salary**). 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.

(INSERT or DELETE ITEMS 1-7 BELOW AS APPLICABLE)

In addition to the 12-month administrative salary, you will be provided with the following start-up package:

1. Startup funds of $**Amount**. This includes funding for business travel, equipment, lab supplies and similar categories to assist you in supporting your research and academic activities.
2. Support for **Number** Ph.D. teaching assistant(s) for **Number** long semesters for the first **Number** year(s) of your appointment, starting with the first semester of your appointment (**fall/spring - Year**), for a total of $**Amount**, including salary, tuition & fringe (this funding will not be distributed to you).

OR

Support for **Number** Graduate Teaching Assistants for a total of $**Amount** to help fund salary and tuition starting with the first **Number** year(s) of your appointment starting (**fall/spring, Year**). Any unspent funds will be returned to the **Provost/Dean/ Department**. The faculty are strongly encouraged to actively secure external funds for the support of their graduate students in the Ph.D. program.

1. Summer salary for **Number** months, within the summer months of **Month(s)** **Year** and of **Month(s)** **Year** for a total summer salary of $**Total Summer Salary**.
2. You will be provided with a summer research appointment for **Number** summers beginning with summer **Year**. The level of compensation for the summer appointments will be **one-ninth or two-ninths** of your academic annual salary. Each summer research appointment is contingent upon being a member of the faculty not on leave during the subsequent academic year.
3. Department funds will be allocated for remodeling of your laboratory space during the **Year/Year** fiscal year.
4. You will receive teaching release as follows: **Insert terms of teaching release**.
5. You will receive relocation assistance for up to a cap of $**Amount**. This amount includes travel expenses between the date of acceptance and the start date for the purpose of transition and for house-hunting. Effective January 1, 2018, all moving/relocation expenses are taxable income to the employee and applicable taxes will be deducted from the employee’s paycheck after all receipts for the move have been received. For further information, please contact the Academic Personnel Office at [academicpersonnel@uta.edu](mailto:academicpersonnel@uta.edu).

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 or DELETE PARAGRAPH BELOW ON STARS AWARD IF APPLICABLE)

In addition to your startup funds, we will submit a STARs Award application on your behalf to UT System in the amount of $**Amount**. STARs Awards are competitive; therefore, this funding is not guaranteed. STARs awards are limited to expenditures for research equipment and laboratory renovations. All funding obtained under the STARs program shall be expended within three years of the date of your appointment. If STARs award is approved, the STARs funds will displace the equivalent amount of startup funds provided by the Provost's Office. All funds not expended after this deadline shall be returned to UT System for reallocation. More information about the STARs Program can be found at [STARS Award Program](https://www.utsystem.edu/offices/academic-affairs/stars-program). Additional details about STARs budget rules and procedures can be located at [STARS Award Budget Rules](http://www.utsystem.edu/documents/docs/policies-rules/lerr-and-faculty-stars-budget-rules-procedures).

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.

We are committed to providing the resources necessary for your success in teaching, research and service. As evidence of this, the university hosts a new faculty orientation in August and January. All new faculty are encouraged to attend. Registration information will be emailed to you and will also be available on the Office of Faculty Affairs’ [website](https://www.uta.edu/administration/provost/units/faculty-affairs/events-and-resources/faculty-orientation/schedule).

We are enthusiastic about you joining UTA. 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**   
**Title**, **Department**

xc: Pranesh Aswath, Interim Provost and Vice President for Academic Affairs

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

**Department Chair Name**, Chair, Department of **Department**

(INSERT ITEMS BELOW AS APPLICABLE)

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**