

THE UNIVERSITY OF TEXAS AT EL PASO



DEPARTMENT OF XXX

DATE

ADDRESS

Dear XXX,

I am pleased to offer you an appointment as TITLE at The University of Texas at El Paso (UTEP). This is a full-time appointment beginning XXX and ending XXX with an academic salary of XXX. Your duties will be to:

- teach the following XXX courses: list COURSE #s & NAMES
- work an average of XXX additional hours per week performing the following additional duties: XXX.

This appointment is contingent on availability of funds and the class meeting the minimum standard of enrollment.

Prior to beginning employment with UTEP, you are required to meet with personnel in the Office of Human Resources to fully process your appointment. At that time, it will be necessary for you to provide UTEP with the documentation required by the Immigration Reform and Control Act of 1986 to establish your identity and evidence of employment authorization. Your employment is conditioned upon your meeting the requirements of this Act. Final appointment to this position is also contingent on completion of a "criminal background check." UTEP will not begin this process, however, until the University has received your written consent to do so.

The obligations, responsibilities and rights of UTEP faculty members are specified in The University of Texas at El Paso Handbook of Operating Procedures, under the final authority of the Rules and Regulations and the Official Policy Memoranda of the Board of Regents of The University of Texas System. All academic and administrative appointments in The University of Texas System are subject to the formal review and approval of the Chancellor and Board of Regents of The University of Texas System.

In order for UTEP to comply with rules and regulations mandated by federal or state entities, UTEP's regional accrediting association (The Southern Association of Colleges and Schools Commission on Colleges), or as otherwise specified by University policies, you will need to comply with the following requirements.

1. Provide the Department with an official copy of your graduate school transcripts in order to document your graduate course work and the degrees you have received.
2. Provide the Department a copy of the syllabus for every course you are teaching no later

**Commented [1]:** For titles that can be used, see Rules and Regulations of the Board of Regents Rule: 31001

**Commented [2]:** A full time rate is 5 courses per semester. Thus each course is equivalent to 8 hours of work. The total duties should be equivalent to this. For example, five courses & no additional duties; 4 courses and 8 hours a week; 3 courses and 16 hours a week, etc.

than 2 weeks before the course begins. Each syllabus must, at a minimum, include:

- a general description of the subject matter of each lecture or discussion
  - the learning objectives for the course
  - a brief description of each major course requirement, including each major assignment and examination
  - a list of any required or recommended readings
3. Collect data in exams or other course assignments as necessary for accreditation purposes, if requested.
  4. Complete the Institutional Training Compliance Modules by the deadline prescribed by the University.
  5. Submit student final grades within the deadlines prescribed by the University.
  6. Turn in a copy of your final grade sheet and all copies of student works (exams, papers, homework) not returned to students. The Department is required to keep these materials for at least one year after the course ends and then can destroy them in a manner that ensures student confidentiality.
  7. Attend all class periods. If unable to attend a class period due to an emergency or other circumstance, notify the Department as soon as possible.
  8. Encourage students to complete the Faculty Evaluation Surveys regarding the course.

Please sign and return this offer letter to the XXX Department by bringing a hard copy to the Department office or sending an electronic copy via e-mail ([contact person e-mail address](#)) or fax ([XXX-XXXX](#).)

Sincerely,

Chair of [XXX](#)

Accepted: \_\_\_\_\_  
Signature Date

cc. Interim Dean Stephen Crites