**Offer Letter for Non-Tenure Track Faculty Appointment**

Date

Name

Address

City, State, Zip Code:

Dear Name:

I am pleased to offer you an appointment to the faculty of The University of Texas at El Paso, with the rank of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will be assigned to the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and your duties and schedule will be determined by the Chair of the Department. This appointment is without tenure. All faculty, administrators, and staff are subject to the relevant provisions of the Rules and Regulations of the Board of Regents and the Handbook of Operating Procedures of The University of Texas at El Paso (UTEP) and to applicable state and federal laws.

Your appointment will be effective for the period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with a total salary of $\_\_\_\_\_\_\_\_\_\_\_ for that period. This appointment will be for the indicated period only. A formal offer will be made for any appointment beyond that period. Your service in this position does not count as probationary service for consideration for tenure. 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. The \_\_\_\_\_\_\_\_ academic year at UTEP begins officially on September 1, \_\_\_\_\_\_\_, and ends on May 31, \_\_\_\_\_\_\_, but in practice faculty members are expected to be available for duty earlier than these formal dates in order to accommodate the actual class schedules. Additionally, please make plans to attend New Faculty Welcome Week, which is scheduled with preparation and orientation activities designed to give you a strong start in your new position, the week prior to the start of classes.

You will be entitled to all employee benefits authorized by the Texas Legislature as provided under current state law. The UTEP Human Resources Department will discuss all employee benefits with you at the time you complete the paperwork for your appointment. 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.

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. This offer is contingent upon satisfactory completion of all pre-employment screening requirements, including a criminal background check.

In addition, in order to satisfy the requirements of our regional accrediting association, The Southern Association of Colleges and Schools, we must maintain an official copy of your graduate school transcripts that document your graduate course work and the degrees you have received. Please have an official copy of these transcripts sent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Dean’s Office, at your earliest convenience, but no later than \_\_\_\_\_\_\_\_\_.

The faculty of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 of this offer by signing this letter, retain a copy for your files, and return a signed copy to my office by no later than \_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions, please call me.

Sincerely,

Name  
Dean, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

xc: Provost

Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I accept this offer of appointment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature Date

12/14/18