Effective 12/12/17, please use a supplemental letter to memorialize additional terms negotiated with a candidate, including:

* Moving and relocation
* Startup awards (please review <https://www.utep.edu/provost/_Files/docs/new-faculty/facstartuppolprocs.pdf> prior to finalizing draft letter)
* Professional development and/or travel support
* Teaching load adjustments

Below is some sample language (revised 11/13/18). Please check with the Provost’s Office if you have any questions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Name

Address

City, State, Zip Code:

Dear Name:

In addition to the standard provisions in your offer letter, I am confirming the following items will be provided if you accept our offer of appointment.

Moving and Relocation Expenses

We can reimburse your personal moving and relocation expenses incurred in moving to El Paso up to $\_\_\_\_. Relocation costs may include travel and lodging associated with your search for housing in advance of your move. If you work with a UTEP purchasing agent to hire a moving company, it may not be necessary to pay for the move out-of-pocket. Alternatively, you may choose to pay for the move yourself and seek reimbursement, subject to receipts from an approved carrier. Employer-provided payments for moving expenses and relocation are considered taxable to the employee.

Startup Award

We realize that you have an active research program and want to make sure that your transition to UTEP is smooth. Therefore, we will provide a one-time sum of $\_\_\_\_ to fund the startup of your research program. This startup award can be used for <<list what was negotiated and any funding limits, e.g., laboratory renovations, research assistantships, purchase of equipment and supplies, research relocation costs, and workshop/conference travel>>. Please note that some funding sources in your Startup Award may not be fungible, for example, state-appropriated funds earmarked for equipment may not be used for non-equipment related costs.

If the startup award involves a STARS award, please add this language: <<Please note that a portion of this startup award amount includes funds from the UT System STARs program.>>

You will be responsible for creating and obtaining approval of a Research Plan and Spending Timeline to govern use of the Startup Award. A template for the Research Plan and Spending Timeline will be provided. The Startup Award must be spent within the time period agreed upon in the Research Plan and Spending Timeline; any balances remaining after that time will revert to the University. If you leave the University, any remaining balances will also revert to the University.

If you have any questions, please call me.

Sincerely,

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

cc: President  
Provost  
Vice President for Research  
Department Chair