# Sample Letter of Appointment for Full-Time Non-Tenure Track Faculty for One Year with Option for Renewal (i.e., appointed faculty hired at 50% or more for more than one semester)

**[Date]**

**[Name**

**Address**

**Address]**

Dear **[Name]**,

**Required Statements and Text Examples**

Upon the recommendation of **[name and title of department head/chair]** and with the concurrence of **[name],** Provost and Executive Vice Chancellor for Academic Affairs**,** I am pleased to offer you a **[9- month/12-month], [percentage of appointment]** appointed position as **[instructor or modifier/rank/title]** in the **[department]** at the University of Arkansas, Fayetteville. This academic appointment is non-tenure track, beginning **[start date]** and ending **[end date]**. This appointment is potentially renewable at the discretion of the University, based upon, including but not limited to, the need for the position, availability of funding, and the quality of your performance in the role.  No further notice of the expiration of your appointment is required. Your compensation will consist of a base pay of [$\_\_\_\_\_], plus fringe benefits.

**[Note: If the salary being offered exceeds line-item maximum, consult APS 1435.60 and contact the Office of the Provost).**

The exact nature and extent of your assignment each year will be defined by the **[department head/chair]** with the approval of the dean of **[school or college],** and you will receive a letter from the **[department head/chair]** providing details of work assignments, department policies concerning faculty service and evaluation, and any additional matters which apply. Your workload assignment, procedures, and instruments that are to be used in assessing your work will be shared no later than 30 days after the beginning of your initial appointment.

Prior to the start of your employment, you will be required to provide an official copy of your final transcript, indicating that you have completed all requirements for the **[name of the degree].**

**[Required Statement if the selected candidate has not met the requirements for the terminal degree at the time of the offer, insert the following language]**

Prior to the start of your employment, you will be required to provide an official copy of your final transcript, indicating the appropriate degree and the date of graduation In the event that you do not complete the requirements for your **[name the terminal degree]** before your date of appointment, you will hold the non-tenure track rank of **[instructor]** at a salary of **[$\_\_\_\_\_\_\_],** plus fringe benefits, until the beginning of the first academic semester or fiscal year following such time as the **[college/school]** receives official notification from the institution granting the terminal degree that that all requirements have been satisfied. The appointment as instructor will normally be for a maximum of one year.

**[If the employee is a 9-month faculty member, include the following two sentences or more specific text as appropriate]**

Based upon demand for courses and availability of funds, summer teaching or research assignments may provide up to one-third of the academic year salary, subject to the recommendation of the **[department head/chair]** andall university policies and procedures.

**[Required Statements - Insert one of the following depending on Immigration Sponsorship]**

**[If position is available for immigration sponsorship and the candidate requires sponsorship before employment, include the following language]**

As part of our dedication to attracting and retaining exceptional talent, we are prepared to provide immigration sponsorship to qualified candidates. Should you require immigration sponsorship, we will work closely with you throughout the sponsorship process to ensure a smooth transition and compliance with all applicable immigration regulations. By the start date of your employment, your visa classification and work authorization must permit employment in a non-tenure tarck position.  Contingent on your satisfactory performance, we may initiate the process for permanent resident sponsorship on your behalf.

University of Arkansas reserves the right to determine the category of permanent residency under which you may be sponsored, based on your position with the university and your qualifications for the category being sponsored, as required by law. As a demonstration of the university’s commitment to your professional growth and success, the university will cover the legal fees and filing fees associated with the permanent residence sponsorship process, except for any fees associated with filing Form I-485 (Application to Register Permanent Residence or Adjust Status) and/or the filing fee associated with premium processing; these legal and filing fees will be the responsibility of the employee.

**[If position is not available for immigration sponsorship, include the following language:]**

This position is not eligible for immigration sponsorship, including temporary work authorization or permanent residence.

**[Required statements]**

The University fringe benefits offered to employees appointed for half-time or greater include (depending upon choice and qualification) group health insurance, group life insurance, group dental insurance, vision insurance, retirement plan options (TIAA or Fidelity Investments), Social Security/Medicare, and short-term and long-term disability insurance.  New employees must enroll within 31 days of appointment date for desired participation. You will be required to provide documentation of dependent eligibility if you will be covering a spouse and/or dependents on University health, dental, and vision insurance. You will receive your benefits enrollment tasks in Workday to complete your enrollment. If you need assistance with your benefits enrollment, please contact Human Resources (Administration Building, Room 222) at 479-575-5351. Benefits will become effective the first of the month following submission of required enrollment materials. Current appointed employees changing positions who are already enrolled in the fringe benefits should contact the Benefits Office in Human Resources to confirm if your benefits will change. Detailed information on University of Arkansas benefits can be found on the University of Arkansas Human Resources website: <https://benefits.uasys.edu/>.

State and university policies regarding faculty affirm that faculty members are expected to contribute to the **[select as appropriate: teaching, research (including creative or other scholarly activity), and service and outreach]** functions of the university, and faculty performance is evaluated annually in all these areas.

Recommendations for promotion originate in the department and are reviewed by the college, Provost, President and Board of Trustees subject to Academic Policy 1405.11 and Board of Trustees Policy 405.1. Faculty performance is evaluated each year within the Department. College policies on faculty service are designed to recognize and reward meritorious service by merit salary raises.

In all instances, this offer is subject to all applicable policies of the Board of Trustees of the University of Arkansas and of the institution, including, but not limited to Board of Trustees Policies 405.1 and 405.4, and University of Arkansas, Fayetteville, Academic Policy Series 1405.11. A number of key policies can be accessed at [link](https://hr.uark.edu/working/new-employees/policies.php). This letter and applicable policies of the university contain the entire understanding between us, and there are no agreements, whether written or oral, regarding your employment other than those contained in this letter.

By accepting this offer, you acknowledge and agree to the policies of the institution, the University of Arkansas System, and the Board of Trustees of the University of Arkansas.  Such policies are subject to change at the discretion of the Board and the institution. This offer is contingent upon the satisfactory completion of any and all required background checks. Determination of satisfactory is at the sole discretion of the University. The request to complete background checks will come from HireRight (the university’s third-party background check vendor) and will be sent to the email address that you used to apply. In addition, this offer is contingent on your completion of the 2-step, Form I-9, Employment Eligibility process demonstrating proof of legal authority to work in the United States with Human Resources within the first three days of employment.

**[Include text appropriate to the school or college and any other special circumstances if desired. The following is illustrative onl**y]

*The College of Sciences is seeking to develop and sustain nationally prominent programs with emphasis upon high quality graduate programs and research, scholarly, and creative activity as well as high quality teaching and undergraduate programs. A faculty dedicated to high national standards is essential to this effort*.

**[Required statements]**

On behalf of the **[school or college]**, I am very happy to extend this offer. We feel that the University of Arkansas, Fayetteville, provides excellent opportunities for a rewarding professional career, and that you can contribute to the worthwhile advancement of the University as we strive to represent the best of public higher education, advance Arkansas and build a better world by providing transformational opportunities and skills, nurturing creativity, and solving problems through research and discovery. If you have any questions concerning this offer, please feel free to contact **[name of the contact]***.*

Please indicate your acceptance of this offer by signing and dating below and returning this letter to me.

This offer is open until **[date, no longer than two weeks]**. We look forward to working with you.

Sincerely,

(name of dean)

Signed: Date:

cc: [Name], Provost and Executive Vice Chancellor for Academic Affairs

[Name], Vice Provost for Faculty Affairs

[Name], Chair

**Required Actions:**

1. **Accept the Offer:**  
   Once you accept, you’ll be prompted to enter your personal information and government ID (SSN) in the candidate portal (unless you are a current employee).
2. **Workday Onboarding:**  
   You'll receive an email with instructions to log into Workday where your new hire paperwork, Form I-9, and benefits enrollment will be part of your onboarding tasks.
3. **I-9 Completion:**  
   The I-9 process involves **2 Steps**. First, complete Section 1 of the Form I-9 in Workday. Then, within the first three days of employment, meet with Human Resources to provide the necessary documents to complete Section 2 of the Form I-9, “Employment Eligibility Verification.” Here’s a list of acceptable documents. [*Form I-9 Acceptable Documents*](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uscis.gov%2Fi-9-central%2Fform-i-9-acceptable-documents&data=05%7C02%7Cazajicek%40uark.edu%7Cd509bfbeac32421d690408dced682888%7C79c742c4e61c4fa5be89a3cb566a80d1%7C0%7C0%7C638646278830457120%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=qLy6Ik6Smi%2FVP8U6e%2BVL5VHDKD24uYNjq1khGbGDCTo%3D&reserved=0)

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