

UMD Appointment Letter Checklist for UEA Regular Faculty

The following provisions must be considered when preparing an appointment/offer letter for a regular (tenured/tenure-track) faculty position. Any recommended and/or optional provisions may be provided to the faculty under separate cover.

Must be included:

1. University job title and corresponding job code;
2. Specific University campus, college, and department;
3. Percent time of appointment;
4. Appointment Type (tenured or tenure-track, i.e., P Type or N Type);
5. Appointment Term (length of appointment, i.e., B Term – 19½ pay periods);
6. Actual Start Date;
7. Chief governing document for the position -- UEA contract:
<http://www1.umn.edu/ohr/policies/governing/unit9contract/duluth/>;
8. Salary;
9. General position responsibilities;
10. Reference to Summary of Benefits: <http://www1.umn.edu/ohr/benefits/summary/>;
11. Standard language regarding precondition of resignation letter:
[see: memo regarding faculty appointment letters](#);
12. If applicable, whether the offer is contingent on something (i.e., successful completion of background check; approval by the Chancellor);
13. If applicable, contract language specific to hiring an employee as an H-1B:
<http://www.issm.umn.edu/H1BEmployment/TenureAppntLet.html>;
14. Signature of authorized hiring authority;
15. Signature block for employee to indicate acceptance of the terms and conditions as described in the letter.

Recommended be included:

1. Working title, if different from University job title;
2. Number of years being credited towards tenure, if any;
3. Other items or monies being provided and the terms of provision (e.g., relocation expenses, computer, laboratory, professional development funds).

Optional:

1. Employee ID;
2. Reference to the electronic Notice of Appointment at: <http://hrss.umn.edu>;
3. Board of Regents Policy: Faculty Tenure:
<http://www1.umn.edu/regents/policies/humanresources/FacultyTenure.pdf> and Tenure Code Application to UMD Contract: <http://www.d.umn.edu/vcaa/umdtenure08.htm>;
4. Departmental guidelines / 7.12 Statement;
5. Indication of continued compliance with any and all licensing, certification, work eligibility, and other requirements of the position, as described.