

UMD Appointment Letter Checklist for Academic P&A

The following provisions must be considered when preparing an appointment/offer letter for an Academic Professional or Academic Administrative 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. Whether the appointment is an academic professional or academic administrative position;
3. Specific University campus, college, and department;
4. The name of the person to whom the position reports;
5. Percent time of appointment;
6. Appointment Type;
7. Appointment Term;
8. Actual start date;
9. Salary;
10. General position responsibilities;
11. Policies governing position, found through the Office of Human Resources Policy Website, <http://www1.umn.edu/ohr/policies/>;
12. Reference to the electronic Notice of Appointment at: <http://hrss.umn.edu>;
13. Reference to Summary of Benefits: <http://www1.umn.edu/ohr/benefits/summary/>;
14. If applicable, whether the offer is contingent on something (i.e., successful completion of background check; approval by the Chancellor);
15. Signature of authorized hiring authority;
16. 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. 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. Indication of continued compliance with any and all licensing, certification, work eligibility, and other requirements of the position, as described.