

UMD Appointment Letter Checklist for UEA Non-Regular Faculty

The following provisions must be considered when preparing an appointment/offer letter for a non-regular 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 – (includes any prefix, i.e, adjunct, visiting);
2. Specific University campus, college, and department;
3. Percent time of appointment;
4. Appointment Type (non-regular i.e., E, F, V);
5. Appointment Term (length of appointment, i.e., B Term – 19½ pay periods);
6. Actual start date and end date of the appointment (related to Appointment Term);
7. Chief governing document for the position -- UEA contract: <http://www1.umn.edu/ohr/policies/governing/unit9contract/duluth/>; and reference to UEA eligibility;
8. Salary;
9. General position responsibilities;
10. Reference to Summary of Benefits: <http://www1.umn.edu/ohr/benefits/summary/>;
11. If applicable, whether the offer is contingent on something (i.e., successful completion of background check; approval by the Chancellor);
12. If applicable, contract language specific to hiring an employee as an H-1B: <http://www.iss.umn.edu/H1BEmployment/TenureAppntLet.html>;
13. Signature of authorized hiring authority;
14. 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);
3. Standard language regarding precondition of resignation letter (consider if appointment is 75%-100% time, 9 month, non-regular (E Type) or fixed term (F Type)): "*****"
[ugg<o go q"regarding faculty appointment letters](#) .

Optional:

1. Employee ID;
2. Reference to the electronic Notice of Appointment at: <http://hrss.umn.edu>;
3. Departmental guidelines / 7.12 Statement;
4. Indication of continued compliance with any and all licensing, certification, work eligibility, and other requirements of the position, as described.