

UNIVERSITY OF MINNESOTA

Duluth Campus

*Vice Chancellor for
Academic Administration*

*420 Darland Administration Building
1049 University Drive
Duluth, MN 55812*

Date: October 24, 2008
From: Vince Magnuson
Re: Faculty Appointment Letters

The purpose of this memo is to address issues relative to faculty appointment letters. The first issue is in regard to resignation from a previous institution. I have included some sample language to be included in letters of offer:

If you hold an academic, research, or administrative position at another university or institution, the effective date of your resignation from your home institution must be prior to the first date of employment at the University of Minnesota.

If a faculty hire is to be made at a tenured rank (Appointment Type P), the following information must be sent to the Vice Chancellor and Chancellor: a current and complete curriculum vitae; a cover letter from the dean expressing his or her support for the candidate; and a report from the hiring unit that details the vote of the tenured faculty for tenure consideration as well as a vote of associate professors and/or professors for the appropriate rank.

The third item is in relation to letters of offer to potential faculty who do not hold U.S. citizenship. Please include the following language in your letters of offer:

Continuous employment is contingent on satisfactory performance and your ability to receive work authorization in the United States from the U.S. Citizenship and Immigration Services, and maintain your legal status according to the requirements of your visa category while you are in the United States. Based on these conditions, we are requesting that the H-1B status be authorized for the period from _____ to _____, the maximum time period allowed for an initial H-1B. The H-1B status can be extended if necessary.

For more information on this issue, please see:

<http://www.issu.umn.edu/H1BEmployment/TenureAppntLet.html>