

Date

Name

Address

City, State, Zip

Email

Dear Mr./Ms. Name:

It is my pleasure to offer you an appointment to the faculty of the Libraries at the University of North Texas. This letter confirms your appointment as a Rank/title with an annual salary of $xxxxx.xx beginning Start Date. All librarians are hired with a probationary appointment as defined in our *Procedures for Appointment, Evaluation, and Promotion;* attached to this offer letter packet.

**Onboarding Requirements**

This appointment is contingent upon your receipt of proper authorizations to work in the United States as documented on the Form I-9. You are responsible for providing the university verification that you are eligible to work in the U.S. no later than August XX, 20XX (or earlier if faculty are expected to report to UNT before this date). You will not be permitted to begin working without proper authorization. Should you become ineligible or unavailable to continue your faculty appointment at any time because of your immigration status, your employment is subject to immediate termination in accordance with federal immigration laws and university policy.

Employment at UNT also is contingent upon a satisfactory criminal history check, which must be completed prior to your first day of employment. If the criminal history check returns an adverse report, you will be notified, and this offer may be withdrawn.

Prior to your first day of employment, you must provide the Office of the Provost and Vice President for Academic Affairs your official transcript(s) with your highest degree. If you earned your highest degree from UNT, signing this letter authorizes Academic Resources to obtain your official transcript from the Office of the Registrar and you will not need to provide an official transcript. If your highest degree was earned internationally, a certification by an agency certified by the National Association of Credential Evaluation Services (NACES) is required to validate the U.S. degree equivalency.

Please send the requried document(s) to:

Libraries Dean’s Office

UNT Libraries, 1155 Union Circle # 305190

Denton, TX 76203-5017

Attn: Rachel McMullen

Please also have an official copy of your transcript sent to:

Academic Resources-Academic Resources

Office of the Provost and Vice President for Academic Affairs

1155 Union Circle #311190

Denton, TX 76203

It is important that you review the enclosed New Librarian Faculty Offer Letter Addendum. It informs you of selected university policies, procedures, and expectations that relate to new faculty. This information should help acclimate you to the UNT community.

**HR Benefits**

In addition to your annual salary, UNT offers a substantial benefits package. Along with retirement and insurance benefits, UNT offers paid holidays, sick leave; and medical, dental, disability and life insurance, including coverage of eligible dependents on some benefits such as health and dental. You are required to contribute to a retirement account each month, which will be withheld from your paycheck automatically.

Insurance coverage by the University of North Texas requires a 60-day waiting period from your hire date unless you are a direct transfer from another public State of Texas higher education institution with no break in service between institutions/appointments. Health insurance coverage will be effective the first day of the calendar month following completion of the 60 days. Given the mandated 60-day waiting period for health coverage after joining UNT, the university will reimburse you for the cost of equivalent health insurance coverage based upon the type of election you choose for your UNT health insurance coverage until coverage as a UNT employee begins. The reimbursement amount may not exceed the state/employer contribution rate for the selected coverage level that will be effective after the 60-day wait period. Original receipts indicating payment for health insurance premiums must be provided to the name of department for you to receive the health insurance reimbursement. If you are transferring directly from a benefits-eligible position with another Texas state agency, please contact [hrbenefits@untsystem.edu](mailto:hrbenefits@untsystem.edu) to initiate the process of continuing your health insurance coverage at UNT without the 60-day waiting period. This position participates in a retirement program effective on your date of hire (please go to <https://hr.untsystem.edu/benefits/index.phpfor> additional details). Participation in a retirement plan is mandatory per state regulations.

Please respond to this offer by signing in the space provided and returning the signed offer letter by Month, Day, Year to:

Academic Resources

Office of the Provost and Vice President for Academic Affairs

1155 Union Circle #311190

Denton, Texas 76203

[Academic.Resources@unt.edu](mailto:Academic.Resources@unt.edu)

I look forward to working with you in the coming year.

Sincerely,

Name

Dean of Libraries

Enclosures

I accept the offer as described in this letter and authorize the University to conduct a criminal history check.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_*(initial)* I confirm my highest degree was earned at the University of North Texas and authorize the Office of Academic Resources to obtain your official transcript from the Office of the Registrar to satisfy the required transcript documentation requirement of the position.

***Required for criminal history check:*** *Please list below all countries in which you have lived during the past seven years for criminal history check purposes (i.e. United States, China, England, etc.).*

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