**Non-Tenure Track Faculty Offer Letter Template**

Date

Faculty Name

Address

City, State, Zip

Email

Dear Dr./Mr./Ms. Last Name:

It is my pleasure to offer you an appointment to the faculty of the Department of name of department in the College of name of College at the University of North Texas. This letter confirms your appointment as a rank/title with a nine-month base salary of $amount for the academic year 20XX-20XX. This appointment is a non-tenure professional faculty appointment. This appointment will be reviewed and may be renewed annually by the University during the initial term**,** which is 1/3/5 year(s).

Your class-related duties will commence on August XX, 20XX and you are required to attend New Faculty Orientation on August XX, 20XX as well as any college and departmental meetings the week prior to the first day of class.

For payroll purposes, your nine-month academic appointment begins September 1, 20XX and continues through May 31, 20XX. You have an option to request that your nine-month salary be paid over 12-months. If you choose this option, IRS regulations require you to make a written election prior to any work being performed. The effective date will be the beginning of the upcoming fiscal year (Sept 1). To ensure we meet this requirement, you must submit the enclosed Annualized Compensation Election form no later than August XX, 20XX. Add the following sentence for spring hire: Annualized compensation elections are not processed during spring terms.

Your workload assignment will be the normal load for professional faculty of your rank in the department which is based on departmental and college guidelines and university policy. The allocation of effort for the primary responsibilities of teaching, and service may be revised during the term of your employment. Faculty are expected to deliver instruction utilizing various modes, including teaching in person, on-line, or hybrid, as required by program needs as determined by the department chair.

**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 required document(s) to: Office of the Provost-Academic Resources, 1155 Union Cir, #311190, Denton TX 76203-5017.

It is important that you review the enclosed New 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.php> for additional details). Participation in a retirement plan is mandatory per state regulations.

**New Hire Resources**

Listed below are the start-up resources offered to you as a new faculty member:

*Add any additional information regarding funds, salary, and/or reimbursements, if applicable:*

You will be provided with $amount in start-up funds to help you set up your instructional program. Start-up funds are to be used primarily for equipment purchases, however, you may seek approval from the dean for other instructional support expenses, such as staff salaries and operating expenses. These funds, under limited circumstances, may be used for travel but not for your salary compensation. These funds must be expended by mm/dd/yyyy. Equipment is to be purchased pursuant to UNT policies and procedures. You should check with your department for any restrictions on the use of start-up funds.

Include this statement if beginning prior to 9/1: Your initial summer appointment begins XX/XX/XX and continues through XX/XX/XX during which time you are expected to insert required job duties for summer salary. You will receive $amount in salary for the summer 20XX contingent upon funding and student demand (include student demand if teaching). Note that your health insurance coverage 60-day waiting period does not start until September 1st as it correlates with the formal academic year appointment.

You will receive $amount in salary for the summer 20XX during which time you are expected to insert required job duties for summer salary.

You will receive a relocation allowance of $amount for your move to the Denton area. Please note that your relocation allowance is subject to applicable taxes and withholdings. Please note that if you voluntarily resign from your employment with UNT during the first academic year of your appointment, you are responsible for repaying the full relocation allowance.

You will receive $amount travel allowance for attending professional meetings.

**Acceptance**

I hope the terms of this offer are satisfactory to you. If you have any questions contact your chair, Dr. name of department chair at phone number and email address, or the departmental administrative assistant, Ms./Mr. name of AA, at phone number and email address, or Ms./Mr. name in the dean’s office, at phone number and email address.

Please respond to this offer by signing in the space provided and returning the signed letter by month, date and year (14 days from date of offer letter) to: [Academic.Resources@unt.edu](mailto:Academic.Resources@unt.edu).

Welcome to the UNT family, and I look forward to working with you in the coming year.

Sincerely,

Dean’s Name

Dean, college/school

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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