**Professional Track Faculty Offer Letter Template for Spring 2025**

**Only Change Items In Green Text Then Update All Text To Black**

**PLACE ON DEPARTMENT/COLLEGE LETTERHEAD**

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 $amount for the academic year 2024 - 2025; ($XXXX for Spring 2025). 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 January 13, 2025, and you are required to attend New Faculty Orientation on January 9, 2025 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 January 16, 2025, and continues through May 31, 2025. You will have an option to request that your nine-month salary be spread over 12 months in August 2025. The effective date will be the beginning of the upcoming fiscal year (Sept 1). 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 three days following your start 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](https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpId=https://sso.unt.edu/idp/shibboleth&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2fef7706eb-14a7-4652-b75c-474e31ce9e81) 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.

**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.

You must also attend one Benefits Orientation Session before the end of your first 14 days from your hire date as a benefit-eligible new hire. New Hire Benefits Orientation is offered **every Tuesday starting at 10:00am to 11:30am**.  This session will provide you an overview of medical and optional benefits, enrollment deadlines, etc. and you can attend a session by clicking this [link](https://nam04.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_YzRkNGQ0YzUtOGQxYy00N2Q1LWE3YTktMzNhNzNiYjUxMzMy%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252270de1992-07c6-480f-a318-a1afcba03983%2522%252c%2522Oid%2522%253a%25220b189471-a4f3-4a94-9578-c94736bb82e2%2522%257d&data=05%7C02%7CLesli.Martinez-torres%40untsystem.edu%7C832cc252ef6c41cc6f8208dcab514a93%7C70de199207c6480fa318a1afcba03983%7C0%7C0%7C638573612852826589%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=IShFOP0PODAeg5DDgRqMz8CQSZuLHBOI%2FyfJOc0G%2BEU%3D&reserved=0).

**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 August 31, 2025. 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.

You will receive $amount in salary for the summer 2025 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.

You will be eligible to apply for a $1,000 award from our [Office of Faculty Success](https://vpaa.unt.edu/mentoring/mentoring-funding/conference-support) after any start-up funds have been expensed and completion of the Faculty Mentoring Program towards participation in a top national or international conference, performance or showcase venue most relevant to your field. Your application should be submitted at least two months prior to the conference. You are expected to make a presentation of suitable nature in your field (i.e., a talk, performance, display of artwork) at the venue as well as begin forming the networks and collaborations that are instrumental to becoming more visible in your field, to foster a strong career trajectory towards success. You will be expected to complete a brief report within 4 weeks of returning from this conference.

**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 digitally acknowledging within 14-days of receipt of this letter.

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

Sincerely,

*Add Signature*

Dean’s Name

Dean, college/school