

New Faculty Offer Letter Addendum

The UNT Policy Manual contains the official policies and procedures of the University of North Texas. All faculty members should acquaint themselves with the Policy Manual which can be found on the web at <http://www.unt.edu/policy/>. New faculty should be aware that colleges, schools and departments may have additional policies and procedures unique to the unit that they need to familiarize themselves with as well.

Faculty are Required to Attend the Following:

- New faculty are required to attend New Faculty Orientation. This is held in August usually the week before classes begin. New faculty will receive information regarding the time and place for the orientation. During these sessions various speakers will provide information about UNT. New faculty members will hear about benefits from representatives of Human Resources and will have the opportunity to enroll in various benefit plans and complete required forms.
- College/school or departmental faculty orientations and/or required faculty meetings.
- Faculty/Staff Convocation at the beginning of the fall semester.
- Graduation ceremonies at the end of each semester.
- Faculty members who are rehired, with more than a one-semester break in service (excluding summers), are required to attend New Faculty Orientation (if rehired in the fall) or otherwise attend New Hire Orientation (NHO) conducted by Human Resources. NHO sessions are conducted at least twice monthly.

Transcripts

Prior to the first day of the new faculty member's duties at UNT, there must be on file in the departmental office and in the Office of the Provost and Vice President for Academic Affairs, official transcripts of the highest degree completed. If a terminal degree is completed after the new faculty member begins his/her teaching duties at UNT, a new official transcript indicating the awarding of the degree must be filed immediately in the departmental office and the Office of the Provost and VPAA.

Terminal Degree

A tenure-track appointment is dependent upon the completion of the terminal degree prior to the beginning of the academic semester for which the appointment is being made. If the degree is not completed, the appointment will revert to a temporary annual appointment at the rank of instructor for the entire year and will not count toward tenure. The salary will be reduced as noted in the appointment letter.

Faculty Criminal History Checks

To be employed or to attain tenure as a faculty member at the University of North Texas, the faculty member must receive clearance of a satisfactory criminal history check. Providing the authorization to conduct the criminal history check is a term of employment. Criminal history checks must be completed for all first time hires, for those rehired who never underwent a criminal history check, and for those rehired with more than a two-year break in service.

Onboarding

Onboarding is UNT's required process for new employees to submit their information via a secure, self-service portal. During this process you will need to provide information regarding, employment eligibility that establishes identity and employment eligibility (I-9); biographical data; withholding allowance (W-4); selective service; and direct deposit.

The Faculty Information System

UNT relies on the Activity Insight software solution provided by Digital Measures to gather information on faculty accomplishments and activities. This system is also used by over 600 other U.S. colleges and universities. At UNT, this system is used for accreditation purposes, to comply with certain requirements specified in state law, for some internal evaluation processes, and to showcase our faculty to the public. While it is not required that you do so before you begin employment, you might want to get an early start on this important task. Once you have completed the onboarding process a shell will be created for you, and you can access and edit your profile through the my.unt.edu portal. It is important to know that faculty members are expected to keep their profiles updated, and that the annual evaluation process is based on data generated from FIS profiles. If you have questions about the system, or to request that an existing profile you have from a previous institution using this same system be transferred to UNT, please contact faculty.info@unt.edu. To access additional information relating to the Faculty Information System, please go to <https://vpaa.unt.edu/faculty-information-system-0>

Foreign Nationals

New faculty who are foreign nationals (non-resident aliens and U.S. permanent residents) must complete the Foreign National Information Form (FNI) and present it with required documentation to the Payroll Office before any payment can be made. The FNI Form may be found on the UNT System Payroll website:

https://www.untsystem.edu/sites/default/files/foreign_national_form.pdf

Position offers made to foreign nationals are contingent upon the person having all appropriate visas and other documentation required for legal employment in time for assuming the position's duties. If a temporary employment-based visa is required, the employee needs to contact the UNT International Office immediately. As a non-U.S. citizen, continued employment at UNT is contingent upon maintenance of appropriate work authorization throughout the employment. If an extension or change of status petition related to the work authorization is denied or delayed, employment will be terminated effective with the expiration date of the current work authorization documents.

Payroll

The pay period for the fall semester is September 1 – January 15 and for the spring semester it is January 16 – May 31 regardless of when classes begin and end. Faculty members are paid on the first working day of the month for the previous month's work. If a state holiday falls on that day, payday shall be the following day. For new faculty beginning in the fall, the first payday is the first working day in October. Checks are available in the departmental offices or may be distributed by electronic funds transfer (direct deposit) to the employee's checking or savings account at any bank in the United States. To arrange for the latter, the faculty member must have a W-4 form on file in the Payroll Office and must have submitted the request form approximately a month prior to the time the check is to be issued.

Regular Faculty on a nine-month contract may elect to have their salary paid over 12 months. This election must be made prior to the start of work. To make these arrangements please complete the attached annualized compensation form and return with your signed offer letter. For other payroll questions, faculty should contact the Payroll Office.

Dual and Outside Employment

Faculty proposing to engage in dual employment within the university or with an outside employer (including other UNT System agencies) must submit an [Outside Employment or Service and Dual Employment](#) request to their respective chair/supervisor for approval prior to engaging in the proposed activity. This form is required for all forms of additional employment, but is particularly critical when an employee works at more than one Texas state agency to ensure adherence to regulations governing leave and benefits. Original signed requests forms should be forwarded to the Academic Resources Department (Hurley Administration Building, Room 370) via campus mail, and all supervisors should retain a copy of the request for departmental records. Once received in Academic Resources, a copy of the form will be sent to Human Resources. For additional information, please refer to the [UNT Policy 05.008 \(Dual Employment and Other Activities\)](#)

Insurance and Retirement Benefits

All new regular faculty members who are employed at .5 FTE or greater are eligible for health insurance. Once enrolled, coverage will begin on the first of the month following a 60-day waiting period from their date of hire. There is no waiting period if the new faculty member is a direct transfer from another Texas state institution covered by the Group Benefits Program administered by the Employees Retirement System. The effective date of the retirement programs (Teachers Retirement Program or the Optional Retirement Program) is the first date of employment. Please see the UNT Faculty & Staff Benefits Guide for additional information, or you can contact HR Benefits for more information on these programs.

Teaching Loads and Schedules

Faculty members should discuss teaching loads and schedules as early as possible with their departmental chairs. Some colleges and schools at UNT offer courses during the day and evening hours both on- and off-campus. Thus, faculty may be asked to teach at various times and locations within the DFW area.

Textbooks and Departmental Assistance

Faculty members should be familiar with departmental procedures for classroom support, including administrative assistant support, use of teaching assistants, textbook ordering, etc. Ordering textbooks or supplementary texts for classes may be time consuming and should be initiated as soon as the hiring process is concluded and the new faculty member is aware of his/her teaching assignment(s).

Summer School

Summer school teaching depends on departmental budgets and course needs and may be available to new faculty but is not guaranteed. There are faculty summer salary caps and limits on the number of courses taught, per University guidelines.

FERPA and Title IX Training

All UNT faculty members are required to complete training related to protecting student privacy (Family Educational Rights & Privacy Act or FERPA), including in a virtual learning environment, Title IX and nondiscrimination. FERPA training must be completed before the first day of class. Title IX and nondiscrimination training must be completed within 30 days of employment and periodically throughout employment. You can find the training at:

FERPA: <https://ferpa.unt.edu/>

Title IX: Preventing Discrimination, Harassment, Sexual Misconduct & Retaliation:
<https://unt.bridgeapp.com/learner/courses/6cc24182/enroll>

Contact Information

UNT International: Sycamore Hall 206, 940-565-2197, <http://international.unt.edu>

Payroll: 1112 Dallas Dr. Ste 4000, 940-369-5500, <https://www.untsystem.edu/hr-it-business-services/payroll>

HR (Benefits): 3500 Camp Bowie Blvd. Ft. Worth, 76107, 855-878-7650, <http://hr.untsystem.edu>

Provost and Vice President for Academic Affairs: Hurley Administration Ste. 370, 940-565-2550,
<http://www.vpaa.unt.edu/>