OFFER LETTER AND ADDENDUM
FACULTY INSTRUCTIONS

For Faculty: The attached offer letter templates refer to Onboarding processing steps and benefits eligibility. Information within the templates may be modified but not deleted.

Please use these templates in conjunction with offer letter and check list guides that exist on the Provost Office, College of Medicine, or your college or division websites.

For AAUP-represented faculty only: AAUP-represented faculty members have the option of having their benefit coverages effective on their hire date rather than the first day of the month following 28 days of employment. In order for this to occur, the newly hired AAUP represented faculty member must complete his or her online enrollment by the 15th of the month in which the start date falls (e.g., if hire date is 9/1/09, online enrollment must be completed by 9/15/09). If online enrollment is not completed by this date, coverage (default or otherwise) will be effective on the first day of the month following 28 days of employment. When you prepare this letter you MUST insert the HIRE DATE and the ‘SPECIAL’ ENROLLMENT DATE (the 15th of the month of hire).

http://www.uc.edu/provost/units/faculty_development.html

http://www.med.uc.edu/facultyaffairs/content/about.cfm