[letterhead]

[date]

Dr. \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

[Address]

*via electronic mail*

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you the full-time faculty position of [Assistant/Associate] Professor [Educator/Field Service/Clinical/Research] in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, effective August 15, 201\_. This is a non-tenure-track position.

The position I am offering is one within the faculty collective bargaining unit of the University and so is governed in all aspects by the current and future collective bargaining agreements (CBA) between the University and the American Association of University Professors, Cincinnati Chapter. The CBA is on the website of the Labor Relations office in UC’s Human Resources division, and the Provost website. Other aspects of the position are also governed by University Rules (available on the UC Board of Trustees website) and by the bylaws of the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Salient terms of the position:**

Appointment start date: August 15, 201\_

Initial unit assignment: [department/school/division] of \_\_\_\_\_\_\_\_\_\_, College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Initial appointment: August 15, 201\_ through August 14, 201\_.

Reappointment and/or

promotion: This appointment may be renewed under the terms of the CBA, provided your performance satisfies the criteria of your department’s guidelines for reappointment, continuing programmatic need and available budget and upon approval by the Provost. Your first review for reappointment will be held in the spring of 201\_ with notification by the Provost no later than August 14, 201\_.

Within your first three months in this position, you should meet with your [department head/department chair/school director/division director] to develop performance goals and expectations, and to identify what support you may need to accomplish the goals that you and your [department head/department chair/school director/division director] have agreed upon.

Title: [Assistant/Associate] Professor [appropriate qualified title]

Appointment type: This is a full-time Two-Semester Appointment as defined by the CBA, which means that you perform most of your normal teaching and service duties during two “Primary Semesters” per year. During the third semester each year, your “Secondary Semester,” you will typically have no campus duties, but for reasonably brief periods before, after, and between the Primary Semesters, you may be expected to attend meetings, participate in governance, prepare materials for teaching, advise students, evaluate student work, and engage in other activities ancillary to or in support of your responsibilities during your Primary Semesters. Such activities are not subject to additional compensation.

Primary Semesters: Your Primary Semesters are [fall and spring/spring and summer/summer and fall]. They may be changed only in accordance with Article 6 of the CBA.

Workload: Your [department head/department chair/school director/division director] will assign your workload annually, and generally it will conform to the workload policies of your [department/school/division] and of the college. During the first year of your initial appointment, your workload will consist of [teaching \_\_ course(s) per semester] [establishing your research program], and providing minimal service criteria of your [department/school/division]. Workload assignments may change over time as workload policies and as your own performance of those assignments change.

Faculty Rights &

Responsibilities: Article 3 of the CBA outlines the institutional responsibilities to faculty and the faculty’s responsibilities to the institution. Acceptance of this offer implies a full professional commitment to the University of Cincinnati.

As a member of the faculty collective bargaining unit, you will enjoy all the rights that the CBA confers to a faculty member with your rank and title. To the extent that the CBA does not specify rights and privileges of faculty, the university and its constituent units define those rights and privileges.

Collateral

employment: In order to avoid conflicts of commitment and conflicts of interest, faculty must get advanced approval before engaging in any collateral employment by submitting an Outside Activity Report through the online OAR system. Collateral employment generally consists of any compensated work for an entity (inside or outside UC) other than the academic unit that hosts your primary faculty appointment.

Academic-year salary: $\_\_,\_\_\_\_\_ per academic year. Your pay will accrue over the months September through April and will be paid in monthly installments across all 12 months of the year, September through August. Your first paycheck will be paid at the end of September. Low-interest loans may be available to faculty from HR and from UC Foundation to help bridge financial needs during your transition to UC.

Salary increases: Salary increases are governed by the CBA.

Other compensation: You may receive additional compensation, from internal or external sources, for teaching, consulting, grant-supported research, or other activities during your Secondary Semester as prescribed and permitted by the CBA and by university policies; future contracts and policy modifications may alter or supersede these terms.

Benefits: The University provides significant fringe benefits, including medical, dental, disability, and life insurance; retirement plans; annuity plans; tuition remission for dependents; and discounts on certain campus vendor purchases. Information about benefits eligibility is available on UC’s HR website and in the CBA.

[Start-up support for

Qualified Research

Titles Only]: The university will provide you with a start-up package consisting of:

* $\_\_\_\_\_\_\_\_\_ in each of your first three years to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* $\_\_\_\_\_\_\_\_\_\_ in your first year to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Equipment for use in your university office, consisting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All equipment remains the property of the university.

Start-up funds must be spent in compliance with UC’s financial policies and may not be used for purposes other than those specified in this letter.

[ Other financial support –

May or may not be

applicable]: Your [department/school/division] and other sources [such as URC/Taft/etc.] may provide other financial support for your research and/or teaching. Such support is subject to change, depending on policies in effect and resources available from year to year.

Moving expenses: The university will cover allowable expenses up to a maximum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for moving the contents of your home and office from \_\_\_\_\_\_\_\_\_\_\_\_\_ to Cincinnati. Payment of relocation expenses is subject to IRS regulations. You must obtain three quotes for moving services from the list of university-approved moving vendors.

Contingency: This offer is contingent upon your successful clearing of a background review of academic credentials, prior employment, criminal convictions, and any required licenses or certifications. By signing this appointment letter, you attest that the information you have provided the university during the selection process is true and accurate to the best of your knowledge and that you acknowledge that any falsification of such information could result in your termination upon the discovery of such falsification.

Limitations: You should consult Article 6.\_ of the 201\_-201\_ CBA regarding initial appointments for additional terms and conditions.

If you accept this offer and its terms, please return to me a signed, dated copy of this letter by US Mail or by electronic mail no later than \_\_\_\_\_\_\_\_\_\_\_, 201\_.

Your professional contributions to the [name of academic unit] and to the college will continue to be important to our success and progress. Welcome to UC!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Dean

College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

[faculty name]

cc: