Draft Offer Letter (to be mailed by the Provost’s Office)

Date

Name and Address

Dear \_\_\_\_\_\_\_\_\_\_\_,

I am pleased to offer you a position in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the following terms:

1. This offer is for a one-year, non-tenure track Visiting Assistant Professor position for the YYYY-YY academic year. Your employment will begin with an effective date of August 16, YYYY and will end on May 15, YYYY.
2. Your nine-month salary for the academic year will be $\_\_\_\_\_\_\_\_.
3. An official transcript showing your \_\_\_\_ degree must be received before August 1, YYYY.
4. This position has the possibility of renewal for additional years. [*If appropriate, add the following sentence:* However, it is our expectation that this position will not be renewed beyond this one-year appointment.]
5. You are eligible for the benefits package provided to full-time employees at UCA. Please see the Human Resources site at <https://uca.edu/hr/> for further information.
6. Please know that I am required to state that this offer is subject to the final approval of the President and Board of Trustees; however, I anticipate no problems in finalizing your employment and expect that we will be prepared for you to begin work on August 16, YYYY.
7. [*For non-US citizens only --* This position is contingent upon your ability to hold employment in the United States. Documentation will be required as evidence. At the appropriate time and upon mutual agreement between both UCA and you, UCA will initiate the application process for a green card.]

If you agree to these terms, I ask that you sign and return this agreement via regular mail and via email to Lori Hudspeth at lorih@uca.edu within five business days of receipt of this letter.

Sincerely,

Patricia S. Poulter, EdD

Provost and Executive Vice President

I agree to accept this position under the terms detailed in the preceding paragraphs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Candidate] Date