[INSERT OFFER DATE]

[INSERT RECIPIENT NAME]

[INSERT RECIPIENT ADDRESS]

Dear [INSERT RECIPIENT NAME],

[INSERT INTRODUCTION PARAGAPH]

It’s my pleasure to invite you to join [INSERT DIVISION/DEPARTMENT] in the position of [INSERT JOB TITLE].

Please take some time to review and consider the complete terms of this offer letter. This offer supersedes all other commitments written or verbal that may have been made to you.

This offer is valid until [INSERT DEADLINE]. To accept this offer, please sign and return by the deadline.

Please contact me at [INSERT EMAIL/PHONE NUMBER] if you have any questions about the department, the University, or the terms of this offer. It is our sincere hope that you join our team.

Sincerely,

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

[INSERT HIRING MANAGER NAME]

[INSERT HIRING MANAGER TITLE]

This employment offer is accepted:

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

Name

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

Date

# OFFER TERMS FOR:

[INSERT RECIPIENT NAME]

**OFFER DATE:** [INSERT OFFER DATE]

**TITLE:** [INSERT JOB TITLE]

**DEPARTMENT:** [INSERT DIVISION/DEPARTMENT]

**START DATE:** [INSERT START DATE] (Contingent upon completion of all required hiring documents)

**POSITION END DATE:** [INSERT END DATE]

**COMPENSATION:** $[INSERT FLAT AMOUNT]

**FULL TIME EQUIVALENCY (FTE):** [INSERT FTE]

**YOU WILL REPORT TO:** [INSERT HIRING MANAGER NAME]

**FAIR LABOR STANDARDS ACT STATUS:** Exempt

**WORK CALENDAR:** [INSERT “Academic” OR “Fiscal”]

# BENEFITS

You are [INSERT “eligible” OR “not eligible”] for benefits. To learn more about eligibility, deadlines, and the plans the University offers, please visit hr.arizona.edu.

# RETIREMENT PLANS

You are [INSERT “eligible” OR “not eligible”] to participate in a retirement plan. To learn more about eligibility, deadlines, and the plans the University offers, please visit hr.arizona.edu.

# CONDITIONS OF SERVICE

This nontenure-eligible appointment is covered under the Conditions of Faculty Service, Chapter 3 of the University Handbook for Appointed Personnel (UHAP) and Section 6-201 of the Arizona Board of Regents (ABOR) Policy Manual. This nontenure-eligible appointment is subject to the final approval of the President.

Within the parameters of your assigned responsibilities, you shall have the privileges and responsibilities set forth in your Notice of Appointment. Performance shall be considered in decisions relating to compensation, retention, promotion, suspension, termination, or a decision not to renew an appointment. Your teaching load may fluctuate based on the needs of the Department and the University. The adjunct appointment is contingent upon funding and upon your assigned course load meeting University enrollment requirements. Your instruction load will be determined by [INSERT DEPARTMENT CHAIR NAME], head of the Department of [INSERT DEPARTMENT NAME]. You will be assigned to teach the following course(s): [INSERT COURSE NAMES]. If the course(s) listed do not meet enrollment requirements, then your adjunct appointment may be terminated or your compensation adjusted accordingly.

It is your responsibility to inform [INSERT NAME] before accepting any other appointments at the University of Arizona as this may affect your employment status.

# EMPLOYMENT SCREENING PROCESS

This offer of employment and continued employment is contingent upon the satisfactory completion and successful outcome of the University’s pre-employment screening process. The screening process includes, but is not limited to the University’s application, validation of references and credentials, and background check. Misrepresentation of your qualifications may be grounds for offer withdrawal or employment dismissal.

# REQUIRED UNIVERSITY TRAININGS

# The University requires all new hires to complete certain trainings within 30 days of hire or as a condition of accessing information systems and records. Required trainings will be assigned as part of your onboarding process. For more information on University trainings, please visit [https://compliance.arizona.edu/training.](https://compliance.arizona.edu/training)