**SAMPLE TENURE-TRACK AND TENURED APPOINTMENT LETTER**

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Dear XX,

On the recommendation of the Department (*Insert department/program*), I am pleased to offer you an appointment as a(n) (*Insert Title]* in the [*Insert Unit/School*]Rutgers University–New Brunswick.

*For Faculty in Tenure Track*

This is a tenure track [Insert academic or calendar year] appointment for a term of 3 years effective *[Insert month/year]* through *[Insert month/year]* with an initial annual salary of *[$ Insert Salary].* You are eligible for reappointment for an additional three-year term, contingent upon a satisfactory review by the department and the dean.

*For AY appointments, the dates* are *September 1 to June 30.*

*For CY appointments, the dates are July 1 to June 30 or whatever dates mark a twelve-month term*.

*For Faculty with Offer of Tenure*

This is a tenured [*Insert academic or calendar year*] appointment with a salary of [*$ Insert Salary*], subject to a favorable tenure review process and approval by the University Board of Governors. Please find Rutgers University policies on tenure [here](https://laborrelations.rutgers.edu/faculty/tenured-and-tenure-track-faculty) and departmental policies here *[Insert link]*. *[Insert name of department/school contact]* will guide you in the preparation of your tenure packet.

*[For AY Appointments insert if appropriate*]

You will also be granted *[Insert number]* month(s) of summer salary during [*Insert dates]*, totaling *[Insert $ amount].*

[*For* *CY Appointments insert if appropriate]*

*You may receive approved summer compensation up to 1/11th of your annual salary in lieu of one month of vacation.*

You are expected to maintain an active scholarly agenda/creative practice *[and seek extra-mural funding if appropriate]. [Include expectations for faculty teaching load and related department/school policies].* In addition, you will be responsible for *[include other teaching responsibilities curriculum, student advising etc.].* You will also be expected to serve on departmental, school and university committees and participate in other duties as assigned. *[Add any additional responsibilities]*

We will provide you with *[office, lab, studio, equipment etc.]*

*(Insert if appropriate*)

We will provide you with a start-up funds of *[insert amount]* that can be applied to work-related expenses such as *[fill in]*. These funds must be spent by *[add date]* OR these funds do not expire and in accordance with existing university policies.

The School/Department will cover the cost of the allowable moving and storage expenses up to *[fill in amount]* and using one of the University’s contracted suppliers. These expenses

(“Relocation Expenses”) are to be used in accordance with the requirements of University Policy 40.2.22 (Employee Relocation Expense Reimbursement). You may access the Policy at the following URL: <https://policies.rutgers.edu/sites/default/files/60.1.6%20-%20current_1.pdf>. and must be incurred by *[Insert date]*. Additional details of the appointment are contained in the enclosed Faculty Employment Agreement.

The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees.  This offer of appointment is therefore subject to your in-person presentation of proper documentation, as required by law. The *Employment Eligibility* form (Form I-9) is an online process, and all new employees must present the required documents to the employing department, in person, no later than the first day of employment.  Accordingly, please present the required documents to [*Insert name of a specific individual in the department*] no later than [*Insert date*]. You must complete an Employment Eligibility Verification Form (Form I-9) and other required payroll forms by your appointment begin date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non- Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website [http://www.uscis.gov/portal/site/uscis](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uscis.gov%2Fportal%2Fsite%2Fuscis&data=02%7C01%7Cncarvalho%40oq.rutgers.edu%7Ca8bfb235685f4aa0916a08d5e121f0bc%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636662458243730998&sdata=ek2BoTC9SCm3IrYhCOY54Y%2Bj8mlMiOPezwuCLReV2T4%3D&reserved=0).

Pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at [https://www.nj.gov/labor/forms\_pdfs/EmployerPosterPacket/MW-400.pdf](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nj.gov%2Flabor%2Fforms_pdfs%2FEmployerPosterPacket%2FMW-400.pdf&data=04%7C01%7Csbaradhi%40oq.rutgers.edu%7Ce104349f60f74c14526d08d9b9aa687b%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637744963803627192%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BWE4YCwkxJZYToThA83ki%2FMkx6mreAImr295fJz5WqQ%3D&reserved=0).

Full-time faculty are eligible for health and certain other benefits. *[Insert Departmental Administrator]* will register you for a benefits orientation session where you will receive a Benefits Guide and other benefit related documents and forms. Information describing the comprehensive benefits program at Rutgers University is also available online at <http://uhr.rutgers.edu/benefits/benefits-overview>. Once you have attended the orientation, please complete the benefit forms and return them to University Human Resources.

As part of your employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement, please refer to <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

This offer is contingent upon successful completion of all pre-employment screenings. You will receive an email from HireRight [noreply@hireright.com](mailto:noreply@hireright.com) with a link and instructions for you to submit your personal/employer information. During the period of emergency as declared by the State of New Jersey and the University, the University may relax University Policy 60.1.30 and allow individuals to commence employment in a legacy Rutgers position prior to receiving the full results of the background check due to the inability of the University to timely obtain certain information from agencies related to that background check. Any individual allowed to commence employment under this relaxation of University Policy shall be subject to termination of employment if the information subsequently obtained about the individual that had not been obtained (or not disclosed by the applicant) at the time of application of employment, are not deemed acceptable by the University.

Please review, sign, and return both this official letter of offer and the enclosed UPF-5 Faculty Employment Agreement indicating your acceptance of this offer.

Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning the official signed letter and the enclosed UPF-5 Faculty Employment Agreement to [*Insert a specific individual in the department*] on or before [*Insert date*]. A copy of this letter is enclosed for your records.

My colleagues in the [*Insert department/program name*] and I are very excited to welcome you to [*Insert unit/school*].

Sincerely,

Dean [*Insert Name*]

cc:

Please provide your response below and return a signed and dated copy of this document to [*Insert department name*], no later than [*Insert date*].

I accept this offer and the terms above:

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Signature Date

Attachment: UPF-5