**TEMPORARY FACULTY OFFER LETTER TEMPLATE**

Date

Name

Address

City, State, Zip

Email

V# (required if returning)

Dear X,

On behalf of the University of Idaho, I am pleased to offer you a temporary faculty appointment. We look forward to welcoming you to our institution **or** your return to employment with the University. You are encouraged to visit the University’s [New Employee Onboarding website](https://www.uidaho.edu/human-resources/employees/new-employees) for specific information related to your employment. The following paragraphs will explain the details of this temporary faculty position and provide information about the academic and fiscal year schedule.

**Appointment Details:**

|  |  |
| --- | --- |
| **College/Unit:** |  |
| **Department:** |  |
| **Location:** |  |
| **Temporary Faculty Title:** |  | Lecturer |  | Acting |  | Visiting |
| **Contract Baisis:** |  | Fall |  | Spring |  | Academic Year |  | Term |
| **First Day of Employment:** |  | **Last Day of Employment:** |  |
| **Salary:** | **$**  | **FTE:** |  | **No. of Credits Being Taught:** |  |
| **General Description of Responsibilities:** | Your responsibilities during this contract period are anticipated to generally include:* Teach the courses
* Host a lab 1 time a week
* Be nice to the students and grade them timely
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| **Additional Appointment Conditions:** | Additional details about your appointment include:* Given the low FTE assignment for your work, it will be necessary to process payments on a bi-weekly basis. You are required to enter 1 unit for work in a timesheet as directed by the department administrator.
* Moving expenses are not authorized with this appointment.
* This appointment is not eligible for health benefits.
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This faculty appointment is contingent on funding and/or work to support the position. Employee acknowledges and agrees that in the event of insufficient funding and/or work, as determined by University in its sole discretion, University may: (1) change this Agreement by adjusting the employee’s FTE and salary; or (2) terminate this Agreement and employee’s employment prior to the end of the term of appointment.

This Letter of Agreement, when signed by you, constitutes your contract of employment with the University of Idaho. This appointment is based on your successful completion of a criminal background check. Your appointment is non-renewable except by written agreement and no further notice of non-renewal will be provided or is required.

**Academic/Fiscal Year Schedule:**

The University’s 2023-24 fiscal year is from June 25, 2023 through June 22, 2024. The academic year is August 13, 2023 through May 11, 2024. Fall semester is from August 13, 2023 through December 16, 2023 and classes start one week later on August 21, 2023. Spring semester is from January 7, 2024 through May 11, 2024 and classes start on Wednesday, January 10, 2024. The online [Academic Calendar](https://www.uidaho.edu/events/academic-calendar) is available to review all scheduled breaks and academic deadlines.

(Remove this section if not applicable)

**Moving Expenses (not applicable to short-term employment):**

* Reimbursement of allowable moving expenses has been approved for your appointment, per [APM 75.38](https://www.uidaho.edu/governance/policy/policies/apm/75/38) maximum moving expense reimbursement will not exceed the lesser of 10% of your base salary or $15,000. You are approved up to a maximum of **$ N/A.**
* Allowable moving expenses include transportation of household goods, relocation of your family, transportation of two personal vehicles, and a house-hunting trip.  Julia McIlroy (juliam@uidaho.edu – 208-885-6123) in Contracts & Purchasing Services will provide more details and assist you with your relocation. You may also find additional information on the [New Employee Moving Expenses website](https://www.uidaho.edu/finance/controller/accounts-payable/moving-expenses).
* Household moves are governed by Idaho State Board of Examiners policy, which limits the reimbursement of household moving expense to one employee per household.  If another member of your household is or will be employed by the University, your moving allowance may be adjusted accordingly.
* Idaho State Board of Examiners policy also requires an employee who voluntarily resigns within the first year of employment to repay all reimbursed moving expenses. An employee who receives moving expense reimbursement exceeding $5,000 and who voluntarily resigns more than one year and less than two years from the beginning date of employment will be required to repay the amount of reimbursement that exceeded $5,000.
* Under current federal and state tax code, moving expenses are considered taxable income.  Therefore, payroll taxes and required retirement contributions will be withheld when moving expenses are reimbursed.

**Benefits and Payroll:**

[Use for: AY or FY .5 FTE or greater – otherwise remove]This position is eligible for health benefits, retirement, and other optional benefits. To learn more about your benefits and the costs associated, please attend Benefits Orientation, hosted by Benefits Services. This orientation will provide an overview of insurance coverage and retirement plan options along with a question-and-answer session to help you choose the best plan for you. These sessions last approximately two (2) hours and are available twice a month. To view the schedule and register, please visit the [Orientation Events website](http://www.uidaho.edu/human-resources/benefits/orientation-events) or call Benefit Services at 208-885-3638.

[Use for: Semester teaching 11 credits or more – otherwise remove]This position is not eligible for subsidized health benefits, however, if you teach a least 11 credits per semester, you are eligible for limited medical and prescription drug coverage through the Affordable Care Act (ACA). If you choose to enroll in ACA coverage you are responsible for the full cost – it is not subsidized by the University of Idaho. More information on ACA coverage is available on the benefits [website](https://www.uidaho.edu/human-resources/benefits/new-employee-benefit-resources).

To avoid delays in setting up your payroll record, please visit Human Resources or your off-site administrator on or before your first day of work. Note that your employment is contingent upon verification of your eligibility to work in the United States pursuant to federal law. This requires that you satisfactorily complete an I-9 form as required by the Department of Homeland Security/US Citizenship and Immigration Services on or before your first day of work. Appropriate pieces of identification establishing your identity and employment eligibility are required to complete the necessary paperwork. For a complete listing of appropriate identification contact Human Resources at 885-3638. The Human Resources Office is located at 415 W. 6th St. in Moscow.

Payroll is on a bi-weekly pay schedule every other Friday. Pay is received on Friday for the previous two weeks resulting in a two-week lag. Additional information about payroll administration is available on the payroll website.

**Terms of Employment:**

The terms of your employment are subject to the Governing Policies and Procedures of the Regents of the University of Idaho and the policies and procedures of the University of Idaho including without limitation those in the Faculty-Staff Handbook and Administrative Procedures Manual as they exist or may be amended. This Letter of Agreement and the other documents referenced herein constitute the entire agreement with respect to the terms of your employment. There are no oral or other written agreements relative to your employment. This Letter of Agreement may be modified only by written agreement, signed by all the parties. Any changes to this Letter of Agreement shall be deemed to be a non-binding counteroffer.

These are exciting times for the University of Idaho, and I know there will be many opportunities for you to contribute to your department, college and the institution. I look forward to working with you. If you have any questions about this offer, please do not hesitate to contact me. I would appreciate receiving your response as soon as possible, preferably by **\_**.

Sincerely,

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College Dean Signature Date

**I accept the terms of this appointment as state above:**

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Signature of Appointee Date

*Send signed offer letter to: Office of the Provost and Executive Vice President*

 *College Dean/Unit Administrator*

 *Department Administrator*