**NON-TENURE TRACK**

**INSTRUCTOR FACULTY**

*For assistance, contact the Provost’s Office: 885-6036*

Date

Name

Address

City, State, Zip

Country

Dear \_\_:

I am pleased to offer you a non-tenure-track, full-timex position in the Department of \_\_ in the College of \_\_, at the University of Idaho as \_\_ with rank of Instructor. The effective date of your appointment is Monday, August 14, 2017, the first day of the academic year at the University of Idaho. Classes begin on Monday, August 21, 2017. Your salary will be $\_\_ on an academic year basis. Salary will be paid in bi-weekly installments on the usual paydays of the University. This appointment is based on your successful completion of a criminal background check.

**Your appointment has the following contingencies:**

[If applicable and subject to \_\_ insert contingencies here: e.g., obtaining professional licensure, pre-employment drug testing, funding conditions, or education verification, etc.]

You will be eligible, contingent on successive renewal and with a full-time appointment, to be considered for promotion, subject to Regent and University policies, to senior instructor, a terminal non-tenured rank, during the \_\_-\_\_ academic year according to the schedule outlined in *Faculty-Staff Handbook policy 3560.* When you arrive on campus, your department chair will meet with you to discuss specific duties for the upcoming year, including teaching schedules and any research expectations, as well as criteria, expectations and progress towards promotion.

Consistent with the mission of a land-grant university, you will be expected to contribute to education, research/creative performance/scholarship, and service/outreach functions.  Initially, the division of your responsibilities will approximate \_\_\_% instruction/advising; \_\_\_% research, creative activities and scholarship; \_\_\_% outreach and extension; \_\_\_% university service & leadership, as described in the position announcement.  This will become basis for your initial position description that will be negotiated annually with your chair to meet the strategic goals of the department, college, and University.  Specifics include: [list the mutually beneficial elements of the hire as appropriate, some examples are below]

* X undergraduate/graduate course per semester
* Transfer of current grants totaling $X
* Increase our extramural support by $X
* As applicable, add other conditions of hire; for example: We will provide you with \_\_ in startup funds related to the establishment of your assignment here at the University of Idaho.

[Remove this paragraph when faculty begin after the date of orientation]

It is expected that you participate in the New Faculty Orientation program scheduled for the week of August 14, 2017.  These first days at the University of Idaho will provide you with the opportunity to learn about your new institution; introduce you to the culture, its shared values, and key university policies. You will receive detailed information from the Vice Provost for Faculty closer to this date, but please plan your arrival to Idaho in time to participate.

**Moving Expense:**

* Reimbursement of allowable moving expenses has been approved up to a maximum of $\_\_\_\_\_.
* 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) of Purchasing Services will provide more details and assist you with your relocation.
* 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.
* The Tax Cut and Jobs Act of 2017 repealed the exclusion from gross income for qualified moving expense reimbursements beginning in 2018.  Therefore, all employee reimbursements and direct payments to vendors for employee moving expenses are fully taxable to the employee.

You are encouraged to participate in New Employee Welcome (NEW). This orientation will introduce you to the University of Idaho’s culture, its shared values, and key University policies. NEW is available to take online anytime through the PDL Training Portal. <http://www.uidaho.edu/human-resources/pdl/new-employee-resources>.

This position is eligible for health benefits, retirement, certain types of leaves depending on your appointment, 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 <http://www.uidaho.edu/human-resources/benefits/orientation-events> or call Human Resources at 208-885-3638.

To avoid delays in setting up your benefit plan and payroll, please visit Human Resources or your off-site administrator on or before your first day of work. Note that your employment is also 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 208-885-3638. The Human Resources Office is located at 415 W. 6th St. in Moscow. This information is also available at this link, <http://www.uidaho.edu/human-resources/employees/new-employees>.

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 counter-offer.

These are exciting times for the department, and I know there will be many opportunities for you to contribute professionally to it, as well as to the college and university. 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 your letting me know your decision as soon as possible, preferably by \_\_. *[choose a date to allow appropriate processing]*

Sincerely,

Dean

College of \_\_

I accept the terms of this appointment as stated above.

|  |  |
| --- | --- |
| [Name of candidate] | Date |
|  |  |
| *The library is developing a research-focused discovery tool called* [*VIVO*](https://vivo.nkn.uidaho.edu/vivo/) *that is made of networked faculty profiles. Faculty profiles in VIVO resemble interactive CVs, with links to publications, research areas, grants and theses advising for graduate students. Additionally, VIVO can create visualizations to illustrate publication history, co-author or co-investigator networks, and plot the number of publications per discipline in a map of science to visualize cross-disciplinary collaboration at the university.**By initialing below, you are permitting the library to have access to your CV via the Office of the Provost and Executive Vice President.*  |
|  | *I give the library access to my CV for the purpose of creating my VIVO profile.* |

**Original**

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

**Copy of**

**signed letter:** Dean

 Department Chair

 Human Resources

 Purchasing Services

Enclosures: Intellectual Property Form

 Required Disclosure of Conflicts

 [Remove below unless applicable]

<http://www.uidaho.edu/apm/60/41> [Moving Expenses]

 <http://www.uidaho.edu/apm/70/02> [Travel Overview]

 <http://www.uidaho.edu/apm/70/04> [Travel Entitlements]

**TYPICAL AND/OR COMMON CONTINGENCY LANGUAGE IF APPROVED IN HIRING PROPOSAL**

**ABD APPOINTMENTS**

**Spring start**

Please note that if you have not completed all requirements for your terminal degree prior to (contract start date) your salary will be reduced by ($5,000 sample) and you will be appointed to a non-tenure track, temporary acting faculty position for the remainder of the academic year (year) or until credentials are received. If you do not have the terminal degree by (date typically new FY), you will be given a terminal contract for (academic contract year date), and no further notice of non-renewal will be provided.

**Fall start**

Please note that if you have not completed all requirements for your terminal degree prior to (contract start date) your salary will be reduced by ($5,000 sample) and you will be appointed to a non-tenure track, temporary acting faculty position. If you receive the terminal degree during the contract period (contract dates), your salary will be adjusted to ($X annual salary amount) and pro-rated for the remainder of the contract period. If you do not have the terminal degree by (date typically new FY or end of AY date), your faculty appointment will not be renewed and no further notice of non-renewal will be provided.

**FTE/Funding:**This appointment as Instructor Faculty is contingent on continued funding based on enrollment targets to support the position. Although the current appointment is for 0.5 FTE, the appointment may be adjusted to higher or lower FTE depending upon the actual or anticipated enrollment and/or the percentage of effort required by your position. Although advance notice will be provided whenever possible, we reserve the right to notify you of a change (increase or decrease) in assignment and compensation with no advance notice.