**SAMPLE LETTER FOR FACULTY ADMINISTRATOR APPOINTMENT (ORIGINAL)**

**Department/Unit Chair, Director, Head – w/ stipend**

*Draft letters must be sent to the Provost’s Office for approval prior to signature,* [*provost@uidaho.edu*](mailto:provost@uidaho.edu)

Date

Name

Address

City, State, Zip

Country

Dear \_\_:

On behalf of the University of Idaho, I am pleased to offer you an administrative appointment as [Director, Chair, etc.] of \_\_in the College of \_\_ effective \_\_. Your faculty base salary will be $\_\_ on [an academic year basis] or [a fiscal year basis]. A \_\_% stipend which is approximately $\_\_ will be added to your faculty salary to compensate for the additional administrative responsibilities of this position, adjusting your [academic] or [fiscal] year salary to **$\_\_**. As [title], you report directly to me as [title] and serve in this leadership role at my discretion. The term of the administrative appointment as outlined in the college/unit by-laws, subject to continued annual renewal pursuant to the Policies of the Regents of the University of Idaho, is anticipated to be \_\_. 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.

*Please work with the Provost’s Office for language regarding potential promotion/tenure considerations or other negotiation points related to salary.*

If you were to no longer serve as \_\_ and return to the faculty rank and duties, the stipend would be removed and your salary would be adjusted back to the base salary of $\_\_. The same percentages of changes/increases in compensation you received while appointed as \_\_ will be applied to your base salary as noted above.

This administrative appointment as \_\_\_ is a temporary, non-tenured, exempt position, however; you will retain your tenured status and faculty rank in the Department of \_\_. Additionally, in the event that there is no longer a need for the administrative assignment, as determined by the University in its sole discretion, the University may change this agreement and remove the administrative salary during the contract year or term and you may then return to your faculty appointment, upon 60 days written notice.

The division of your responsibilities will approximate \_\_\_% teaching & advising; \_\_\_% scholarship & creative activity; \_\_\_% outreach & extension; \_\_\_% university service & leadership. This will become the basis for your position description.

Specifics of your faculty and your administrative appointment 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 if faculty member has already attended orientation]

It is expected that you participate in the New Faculty Orientation program scheduled to begin Monday, August 19, 2019. 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.

If not applicable, delete moving expense section:

**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](mailto: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 visit our New Employee Information page and watch our New Employee Welcome. This orientation video and materials will introduce you to the University of Idaho’s culture, its shared values and key University policies. <https://www.uidaho.edu/human-resources/employees/new-employees>

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.

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 here, I give the library permission to access my CV for the purpose of creating my VIVO profile.* | |

**Send**

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

Dean

Department Chair

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]

**SAMPLE LETTER FOR FACULTY ADMINISTRATOR APPOINTMENT (RENEWAL)**

**Department/Unit Chair, Director, Head – w/ stipend**

*Draft letters must be sent to the Provost’s Office for approval prior to signature,* [*provost@uidaho.edu*](mailto:provost@uidaho.edu)

Date

Name

Address

City, St, ZIP

Email

Dear X:

I am pleased to renew your administrative term appointment as [Director, Chair, etc.] of \_\_in the College of \_\_ effective \_\_. Your faculty base salary will be $\_\_ on [an academic year basis] or [a fiscal year basis]. A \_\_% stipend which is approximately $\_\_ will be added to your faculty salary to compensate for the additional administrative responsibilities of this position, adjusting your [academic] or [fiscal] year salary to **$\_\_**. As [title], you report directly to me as [title] and serve in this leadership role at my discretion. The term of the administrative appointment as outlined in the college/unit by-laws, subject to continued annual renewal pursuant to the Policies of the Regents of the University of Idaho, is anticipated to be \_\_. 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.

If you were to no longer serve as \_\_ and return to the faculty rank and duties, the stipend would be removed and your salary would be adjusted back to the base salary of $\_\_. The same percentages of changes/increases in compensation you received while appointed as \_\_ will be applied to your base salary as noted above.

This administrative appointment as \_\_ is a non-tenured, exempt position, however; you will retain your tenured status and faculty rank in the department of \_\_. Additionally, in the event that there is no longer a need for the administrative assignment, as determined by University in its sole discretion, University may change this Agreement and remove the administrative salary during the contract year and employee may return to their faculty appointment, upon 60 days written notice.

The same agreement remains with respect to your teaching load, 1 course fall semester and, 1 course spring semester. We will also negotiate any summer contract based on the needs of the department and college.

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.

I look forward to continuing working with you. If you have any questions, please do not hesitate to contact me.

Sincerely,

Dean

College of \_\_

I accept the terms of this appointment as stated above.

|  |  |
| --- | --- |
| [Name of candidate] | Date |

**Send**

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

Dean

Department Chair

Enclosures: Intellectual Property Form

Required Disclosure of Conflicts

[Remove below unless applicable]

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

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