

Essential Elements of a Faculty Letter of Offer

While the contents of a faculty letter of offer are at the discretion of the department chair and dean, certain common elements should be included in every letter for consistency with university policies and procedures. The letter of offer also provides the opportunity for the department chair and dean to outline their commitments and delineate their expectations of the faculty member. The following information is offered as a guide to assist in developing a faculty letter of offer:

REQUIRED COMPONENTS OF LETTER OF OFFER	EXPLANATION and/or RECOMMENDED VERBIAGE
<p>Statement of Position/Rank</p>	<p>Faculty Rank, including modifiers, i.e. Research, Clinical, Teaching, etc.</p> <ul style="list-style-type: none"> • Include any administrative assignment on which the faculty member will be paid separately, along with salary for the assignment. Indicate the salary adjustment that will be made if or when the administrative assignment is discontinued.
<p>Employment Status</p>	<p>Full-time Regular, Part-Time Regular, Irregular, Temporary Full-time</p>
<p>Appointment Length</p>	<p>Nine-Month or Twelve-Month</p>
<p>Initial Appointment Time and Length:</p> <ul style="list-style-type: none"> • Appointment length should be specifically indicated, i.e. July 1, 2006 through June 30, 2008. 	<p>Initial appointment time and length recommendations are covered in the <i>UAB Faculty Handbook</i> in Section 2.6.3 as follows:</p> <ul style="list-style-type: none"> • Initial appointments at the rank of Instructor are for one year and are renewable annually unless otherwise specified in writing. Appointment at the Instructor level is non-tenure earning. • Initial tenure-earning appointments at the rank of Assistant Professor or Associate Professor are for two years unless a shorter period is designated in writing. Tenure-earning appointments may be renewed annually for one year thereafter until the probationary period ends or tenure is awarded. Non-tenure earning appointments to the ranks of Assistant Professor or Associate Professor may be for a period of one to five years. All initial appointments below the rank of Associate Professor are without tenure; Associate Professor or above may be offered with or without tenure.

<p>Initial Appointment Time and Length: Continued</p>	<ul style="list-style-type: none"> • Initial appointments to the rank of Professor may be tenured, tenure-earning, or non-tenure-earning. Appointments to Professor, and any appointments with tenure, require approval by both the Provost and President. Tenure-earning appointments to these ranks are for a period of at least one year and are renewed annually until tenure is awarded. • Full-time temporary appointments are for a one-year period. • For appointments dependent on external sources of funding: It is recommended that a statement be included in the letter of offer emphasizing that if/when a funding source is no longer available, the appointment would be terminated unless the unit plans to continue program through another source. A specific date of termination can also be included in the letter of offer with a statement of renewal if funds are available. Example: <ul style="list-style-type: none"> 1) “The initial appointment will be for two years, beginning on _____, and ending on _____. Your appointment may subsequently be renewed year-to-year, subject to the availability of funding and meeting performance and productivity expectations. Because it is not possible to predict future funding, your employment will end upon the expiration of your appointment, or _____ unless it is renewed by a written notice to you.” • Any appointment to an Endowed Chair position must have prior approval by the Provost, President, and the Board of Trustees.
<p>Tenure Status</p> <ul style="list-style-type: none"> • IF TENURE EARNING: <p>Initial tenure-earning date, tenure probationary period, final year to receive tenure, terminal year.</p>	<p>Tenure-Earning, Tenured, Non-Tenure-Earning</p> <ul style="list-style-type: none"> • IF TENURE EARNING: <p>For tenure-earning guidelines, reference should be made to the <i>UAB Faculty Handbook</i> and School and/or Department Handbooks.</p>

<p>Tenure Status: Continued</p>	<p>For schools with seven or ten-year tenure-earning periods, the following verbiage or its equivalent is recommended for inclusion in the letter of offer. Examples are as follows:</p> <ol style="list-style-type: none"> 1) “Your initial appointment is for ____ years beginning _____and ending _____, and is renewable annually thereafter based upon meeting performance requirements. The tenure-earning appointment track date becomes effective on the first day of October following your initial appointment. Your specific tenure-earning appointment date will begin on October 1, _____. The tenure-earning period is seven years, with a tenure decision to be made no later than the sixth year. If tenure is not approved by the sixth year, then your seventh year will be a terminal appointment.” 2) “The initial appointment will be for ___ years, beginning on _____ and ending on _____. Your appointment may subsequently be renewed year-to-year, subject to the availability of funding and meeting performance and productivity expectations. The tenure-earning appointment track date becomes effective on the first day of October following your initial appointment. Your specific tenure-earning appointment date will begin on October 1, _____. The tenure-earning period is ten years, with a tenure decision to be made no later than the ninth year. If tenure is not approved by the ninth year, then your tenth year will be a terminal appointment.”
<p>Annual Salary</p>	<p>Annual Salary: Based on Nine-Month (August 15 through May 14) or Twelve-Month</p> <ul style="list-style-type: none"> • For any candidate for employment whose proposed UAB salary exceeds an upper amount established by the Board of Trustees, approval must be obtained from the Compensation Committee of the Board of Trustees of the University of Alabama System. • An administrative portion of the salary should be shown separately with a statement included that this portion of the salary would cease if or when the faculty member no longer serves in the administrative capacity. Examples:

<p>Annual Salary: Continued</p>	<ol style="list-style-type: none"> 1) You will receive _____ a month (or annually) as an administrative supplement for performing the responsibility as _____. Should you no longer perform the duties as _____, your salary will be adjusted to the current base amount which will include any additional merit increases that you may receive in the future. 2) <i>For Nine-Month Faculty who receive Twelve-Month Appointment as an administrative assignment:</i> Should you leave your position as _____, you will return to your nine-month appointment in the Department of _____ with a subsequent reduction in salary.
<p><i>UAB Faculty Handbook</i></p>	<p>The online <i>UAB Faculty Handbook</i> must be referenced for faculty policies and procedures. Example:</p> <p>“Please refer to the UAB Handbook for information regarding UAB policies and procedures related to faculty, including promotion and/or tenure guidelines, at http://www.uab.edu/images/provost/APUP/Handbook.pdf,” or another optional link, such as http://www.uab.edu/facultyhandbook.pdf.</p>
<p>Credentialing</p>	<p>An official transcript of the terminal degree is required in accordance with UAB credentialing guidelines before appointment can be finalized.</p> <p>If referencing the Southern Association of Colleges and Schools (SACS), please spell it out as most new faculty members would not be aware of what SACS is. Example statement is as follows:</p> <p>“We request that an official transcript of your terminal degree be submitted to our office before your hire date in accordance with the credentialing guidelines of the Southern Association of Colleges and Schools (SACS). Foreign transcripts must be translated and certified by an education credentialing agency.”</p>
<p>Outline of Responsibilities</p>	<p>Teaching, research, service, clinical, etc.</p>

<p>Final Approval Statement</p> <ul style="list-style-type: none"> • By Provost and President 	<p>Examples of the final approval statement are as follows:</p> <p>“This appointment and all subsequent appointments shall be subject to and governed by the applicable policies and regulations of The Board of Trustees of the University of Alabama System and The University of Alabama Birmingham, including those now in effect and those amended or newly adopted during the term of any such appointment. Please refer to the UAB Faculty Handbook (http://www.uab.edu/facultyhandbook).”</p> <p>“All faculty appointments are subject to final approval by the Provost and President, and are governed by the rules, orders, and regulations of the Board of Trustees of the University of Alabama System. We anticipate no difficulty with these steps.”</p> <p>“All UAB appointments are subject to the final approval of the Provost and President of the University, and to the rules, orders, and regulations of the Board of Trustees of the University of Alabama System, and to the general terms and conditions stated in the <u>UAB Faculty Handbook</u>. A current edition of the handbook can be located at www.uab.edu/facultyhandbook.”</p>
<p>I-9 Contingency</p>	<p>Statement: “This offer is contingent upon your providing acceptable documentation of employment eligibility within three business days of employment in accordance with the Immigration Reform and Control Act of 1986. This will require that you complete an Employment Eligibility Verification form (I-9) and provide original documentation which offers proof of employment eligibility. For further information on the documents that are accepted for employment eligibility, please refer to Page 3 of the I-9 form which, for your convenience, is located at http://www.hrm.uab.edu/EmpForms/Form_I9.pdf.”</p>
<p>OIG and GSA Review</p>	<p>Statement: “Please note that the University of Alabama at Birmingham conducts a review of the Office of Inspector General (OIG) and the General Services Administration (GSA) exclusion lists to establish eligibility for each faculty member to receive federal funding. These databases are maintained by the Federal Government to identify individuals who are excluded from participating in payments by Federal programs or contracts. Your continued employment may be contingent upon a satisfactory report. Every effort will be made to conduct this review prior to the beginning of employment. By signing this letter of offer, you are giving UAB permission to conduct this review.”</p>

OPTIONAL ITEMS FOR LETTER OF OFFER	EXPLANATION and/or RECOMMENDED VERBIAGE
Administrative Items	Outline of start-up funds, office or lab space, clerical/research support, etc.
Moving Expenses for Home and/or Office/Laboratory Equipment	<p>Relocation expenses must be a part of the letter of offer if these expenses are being paid by UAB. Example: “You will be reimbursed up to \$_____ in relocation expenses in accordance with UAB policies and procedures for the move from your current residence to the Birmingham, Alabama area. A UAB-approved vendor must be used for professional moving company services; receipts must be provided for reimbursement of expenses. For detailed information on moving guidelines, please refer to http://main.uab.edu/show.asp?durki=14761.”</p> <p>The moving of laboratory and office equipment, lab animals, etc., may also be offered, but should be handled separately from the faculty member’s personal move.</p>
REQUIRED FOR PROFESSIONAL SERVICES	
M.D./D.M.D. for Hospital/HSF	Example: “Appointment is contingent upon obtaining and maintaining a valid State of Alabama license. It is also contingent upon receipt of privileges for medical practice through the credentialing process of the University of Alabama and the University of Alabama Health Services Foundation.”
R.N., Dentists, Optometrists, etc.	Example: “Appointment is contingent upon obtaining and maintaining a valid license to practice as a _____ in the State of Alabama.”