Dear Dr. HIRE’S NAME:

I am very pleased to offer you an appointment as [INSERT PTK TITLE AND RANK in UNIT’S NAME] in the [INSERT COLLEGE NAME] under the direction/supervision of [LIST SUPERVISOR’S NAME]. I would like to express our excitement at the prospect of your joining our faculty. The specific details of your appointments are as follows.

The appointment will be on a [9-Month or 12-Month] basis at an initial annual base salary rate of SALARY payable in biweekly installments. Your base salary rate may be adjusted annually thereafter in accordance with University salary guidelines and appropriations, and in response to your annual performance review. Typically these salary appropriations are received by the University through its annual budget process, and may include merit and cost-of-living allocations (COLA).

This is a [LIST TERM, LIST FTE %], professional track (PTK) faculty position and does not carry tenure. It is anticipated that your appointment will be effective [DATE OF APPOINTMENT].

Please review the general terms and conditions of faculty employment at UMD contained in the Appendix and sign and return both the offer letter and Appendix.

Your duties will include the following:

INSERT DESCRIPTION OF DUTIES HERE

IF BENEFITS ELIGIBLE, PLEASE INSERT THE FOLLOWING BELOW, IF NOT PLEASE DELETE:

You are eligible to enroll in either the Maryland State Pension System or the Optional Retirement Program (ORP) with either Fidelity Investments or TIAA.  Your decision to enroll in either plan is irrevocable.  You must make a selection, and your enrollment forms must be dated, no later than your first day of employment or your retirement plan will automatically default to the Maryland State Pension System.  If there is a default, a mandatory 7% of your pay will be deducted from your pay and this will be deemed an irrevocable decision.  We encourage you to review the information at <https://uhr.umd.edu/benefits/retirement-benefits/>  or speak with a benefits counselor with the University Human Resources Office of Employee Benefits at (301) 405-7575 to assist you in making your selection no later than your first day of employment.

You are also eligible to receive health insurance benefits and participate in University-sponsored insurance programs.  Please discuss your options with (Name and contact information of the HR Coordinator or UMD Benefit Coordinator for your Unit). Please note: Insurance benefit coverage for all plans will be effective on the first day of the month following your date of hire, however you will be unable to enroll until you receive an email from the Employee Benefits Division that will give you access to enroll for benefits coverage. The email notification can take up to 30 days from your date of hire to become available to you. The normal processing time for online benefits request can take between 30-60 days from hire for your benefits to become active. Once the enrollment process is completed, you will be required to pay a mandatory retroactive payment of the premiums for the pay periods in which you did not have a payroll deduction, back to the effective date of coverage.  Please contact the UHR Office of Employee Benefits for more information about this process. For continuous insurance coverage to the end of the month in which you are hired, please make arrangements with your previous employer or health insurance carrier.

All regular employees working at least 50 percent time are eligible to participate in the University’s benefit programs. The spouse and eligible children of employees also qualify to enroll in coverage with the appropriate documentation (see <https://uhr.umd.edu/benefits>). Benefits include:

* Health (Medical, Vision, Prescription, Dental)
* Flexible Spending Accounts (Healthcare, Dependent Daycare)
* Life Insurance
* Long Term Disability Insurance
* Accidental Death and Dismemberment Coverage
* Retirement (State Pension, Optional Retirement Accounts)
* Tuition Remission (Employee and Eligible Children)
* Annual/Sick/Personal Leave (Annual Leave is only earned for 12 Month Employees)

You can find additional policies governing faculty online at the website for the Office of Faculty Affairs (<https://faculty.umd.edu/>). [Optional language]: You may also wish to review [link] for policies and procedures specific to our unit.

This offer will remain open for NUMBER days. Once accepted, we will proceed with receiving approvals through the Administration and once we have received final approval, you will be asked to sign an appointment agreement. In addition, in accordance with United States immigration laws, this offer is contingent on your providing evidence of authorization to work in the United States. The entire terms and conditions governing your appointment will be set forth in an appointment agreement signed by you and the University.

If you accept this offer, please sign below. We look forward to having you join us.

Yours sincerely,

CHAIR’S NAME

CHAIR

HIRING OFFICIAL TITLE

I have reviewed and accept the terms specified in this letter of intent.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

**Appendix: General Terms and Conditions of Professional Track Faculty Appointments at UMD.**

1. Since the University is required by a Board of Regents policy to verify that new professional-track faculty have received the highest degree appropriate to their field (or that all requirements for that degree have been satisfactorily completed and the degree will be awarded at a forthcoming commencement), you will need to provide either an official transcript with a seal showing that the degree was awarded or a letter from the Registrar, on the stationary of the degree-granting institution, showing which degree was or will be awarded and the date it was or will be conferred.

2. This offer is contingent on providing proof of employment eligibility in the United States no more than three (3) days after the initial start date. If this proof is not provided within this timeframe, the offer may be rescinded or employment terminated immediately.

3. The University of Maryland values a diverse, united, proud, respectful, inclusive, accountable and empowered community of people from every background that works to impact positively our globally-connected society. As part of our commitment to those values, you will be expected to complete the **TerrapinSTRONG** onboarding program within two weeks of your first day of employment at the University. This new program will include a brief history of our institution; unconscious-bias and anti-racism training; diversity, equity and inclusion training; sexual harassment training; and an introduction to our cherished traditions.

4. Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify anyone from employment. Before any adverse decision, the finalist will have an opportunity to provide information to the University regarding disclosable background check information. The University reserves the right to rescind the offer of employment or otherwise decline or terminate employment if the information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed.

The successful candidate must complete employment eligibility verification (on Form 1-9) by presenting documents that establish identity and work authorization within the timeframe required by federal immigration law, and where applicable, to demonstrate renewed employment authorization. Failure to complete employment eligibility verification or reverification within the timeframe set forth by law may result in suspension or termination of employment.

5. As a condition of accepting a faculty position at the University of Maryland College Park (UMD), you agree to disclose all employment-related misconduct findings and pending disciplinary proceedings against you in your current or prior jobs, including but not limited to findings or pending investigations related to sexual misconduct, violence, or harassment; research misconduct; financial fraud or misconduct; foreign engagement violations; grant misuse or misconduct; findings or pending investigations with state professional licensing boards, associations, or other such bodies; and/or any other finding or pending investigation relating to your current or previous employer’s policies and rules governing faculty.  This offer is contingent on your full and complete disclosure on those matters, and your signature on this letter is your confirmation that you have disclosed all matters detailed above. Further, the University requires that you disclose any employment-related misconduct proceedings that may initiate at your current or prior jobs after your departure. In the event that you fail to disclose any such matter, this letter of offer may be revoked at UMD’s sole discretion. If UMD becomes aware of a failure to disclose or misrepresentation of any such matter after your employment commences, you may be subject to discipline, up to and including termination.

By signing and returning this form, you are agreeing to the general terms and conditions of employment for a tenured/tenure track faculty member at the University of Maryland, College Park.

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Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name