**SAMPLE LETTERS OF INTENT FOR NEW FACULTY HIRES**

Offer letters vary depending on the rank, discipline and content of the offers themselves. However, there are some important standard elements. The following templates can be used as a guide.

**Sample Letter for ASSISTANT PROFESSOR/AGENT Hires**

Dear Dr. HIRE’S NAME:

I am very pleased to offer you, with the approval of the Dean, an appointment as an Assistant Professor/Agent in the Department of DEPARTMENT’S NAME at the University of Maryland, College Park. On behalf of my colleagues in the department and with the enthusiastic support of Dean DEAN’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.

Your academic appointment will be as Assistant Professor/Agent in the Department of DEPARTMENT’S NAME within the College of COLLEGE’S NAME. This is a three-year, full-time, tenure-track position. The appointment will be renewable for up to an additional three years, based on a favorable evaluation completed during the third year of the initial appointment. Under normal circumstances, you will be considered for tenure during the sixth year of your appointment. Should tenure not be granted, you will be offered a terminal one-year appointment. The 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.

### Choose the appropriate paragraph below consistent with the type of appointment

1. The appointment will be on a twelve-month basis at an initial annual base salary rate of SALARY. 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). Seventy-five percent (75%) of your base salary will be paid from State funds, and the remaining twenty-five percent (25%) of your salary must be provided from sponsored research funds secured by you through the normal University grant solicitation process to government or private agencies. Given the outstanding nature of your research, I have no doubt that you will be fully successful in securing the funds to support the sponsored research portion of your base salary. In the event that you do not have sufficient sponsored research funds to pay the approved sponsored research salary portion, you may elect to change your appointment status to a full-time academic year (9-month) appointment. This academic year appointment would carry a salary rate that is equal to the State portion of your 12-month salary. You should understand that such a conversion might have adverse effects on the contribution and calculation of your retirement and leave benefits.

## OR

2. The appointment will be on a 9-month basis at a base salary rate of SALARY. 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).

*The following three paragraphs specify additional components of the offer and will vary across academic units*

1. To facilitate the establishment of your research program, the University will:

* Provide suitable office space, furniture, and laboratory space to accommodate your research activities. The University will provide up to $ MONEY to enable you to purchase appropriate computing and laboratory equipment and furniture, support any additional laboratory renovation expenses, and to fund other appropriate research-related activities. These funds may be considered available to you immediately upon arrival at the University of Maryland, and should be expended within three years.
* Supply funds for graduate student or postdoctoral student support for (x) semesters.
* Guarantee summer support (or some part of the non-state supported fraction of the salary) for some initial number of years.  Summer salary is intended to support scholarly work based on a plan approved by the chair.
* Provide annual travel funds in the amount of $ MONEY for the first three years of your appointment.

2. I am aware of the real cost of transferring between institutions, and to assist with these costs the University will provide up to $ MONEY to cover reasonable moving expenses for your household and professional items. The University can provide assistance and coordination of your move, and you should contact ADMINISTRATOR’S NAME, the Director of Administrative Services for our department, for further information. The University also provides Dual Career Assistance and Relocation Assistance. For more information refer to the website, <http://www.faculty.umd.edu/newfaculty/start.html>.

3. The University has a workload policy of five three-hour course equivalents per year for regular faculty. However, for faculty in this department who are active in research and involved with student research advising, this load reduces to NUMBER courses per year. However, you will not be required to teach any formal courses during the first year of your appointment. In addition, all faculty contribute service to the College and Campus, and I expect that you will participate in these activities as required.

4. 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.

5. 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.

 Once you agree to the terms set forth in this initial letter of intent, I will notify the University to approve a more formal appointment agreement, reviewing all terms and conditions governing faculty appointments at UMD, to be signed by you and the University. Upon submission to you, the formal offer appointment agreement will remain open for [NUMBER] days, and you will be asked to sign and return the appointment agreement within that brief window of time.

I speak for many colleagues when I say that we are truly enthusiastic about your appointment here. I believe we can provide support for your academic career by offering a stimulating intellectual environment and engagement with a talented and diverse student body. We look forward to working with you as our colleague.

Yours sincerely,

CHAIR’S NAME

Chair

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

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

Signature Date

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

Printed Name

**Appendix: General Terms and Conditions of Tenured/Tenure Track Faculty Appointments at UMD.**

1. Since the University is required by a Board of Regents policy to verify that new tenure-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.

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.

5. 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.

6. The University of Maryland values a professional, united, proud, respectful, 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.

7. 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.

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

Signature Date

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

Printed Name

**Sample Letter for TENURE-TRACK (UNTENURED) ASSOCIATE PROFESSOR/SENIOR AGENT Hires**

Dear Dr. HIRE’S NAME:

I am very pleased to offer you an appointment as a tenure-track Associate Professor/Senior Agent in the Department of DEPARTMENT’S NAME at the University of Maryland, College Park. This offer is made with the approval of the Dean of the COLLEGE’S NAME and is subject to the final approval of the Provost and President. This is a three-year, full-time, tenure-track position. The appointment will be effective DATE OF APPOINTMENT. Under normal circumstances, you will be considered for tenure during the second year of your appointment. Should tenure not be granted, you will be offered a terminal one-year appointment.

On behalf of my colleagues, and with the enthusiastic support of Dean DEAN’S NAME, I would like to express our excitement at the prospect of your joining our faculty. Your leadership and energy will help us to advance the Department of DEPARTMENT’S NAME to the top ten ranking to which we aspire.

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.

### Choose the appropriate paragraph below consistent with the type of appointment

1. The appointment will be on a twelve-month basis at an initial annual base salary rate of SALARY. 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). Seventy-five percent (75%) of your base salary will be paid from State funds, and the remaining twenty-five percent (25%) of your salary must be provided from sponsored research funds secured by you through the normal University grant solicitation process to government or private agencies. Given the outstanding nature of your research, I have no doubt that you will be fully successful in securing the funds to support the sponsored research portion of your base salary. In the event that you do not have sufficient sponsored research funds to pay the approved sponsored research salary portion, you may elect to change your appointment status to a full-time academic year (9-month) appointment. This academic year appointment would carry a salary rate that is equal to the State portion of your 12-month salary. You should understand that such a conversion might have adverse effects on the contribution and calculation of your retirement and leave benefits.

## OR

2. The appointment will be on a 9-month basis at a base salary rate of SALARY. 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).

*The following three paragraphs specify additional components of the offer and will vary across academic units*

1. To facilitate the establishment of your research program, the University will:

* Provide suitable office space, furniture, and laboratory space to accommodate your research activities. The University will provide up to $ MONEY to enable you to purchase appropriate computing and laboratory equipment and furniture, support any additional laboratory renovation expenses, and to fund other appropriate research-related activities. These funds may be considered available to you immediately upon arrival at the University of Maryland, and should be expended within three years.
* Supply funds for graduate student or postdoctoral student support
* Guarantee summer support (or some part of the non-state supported fraction of the salary) for some initial number of years.
* Provide annual travel funds in the amount of $ MONEY.

2. I am aware of the real cost of transferring between institutions, and to assist with these costs the University will provide up to $ MONEY to cover reasonable moving expenses for your household and professional items. The University can provide assistance and coordination of your move, and you should contact ADMINISTRATOR’S NAME, the director of administrative services for our department, for further information. The University also provides Dual Career Assistance and Relocation Assistance. For more information refer to the website, <http://www.faculty.umd.edu/newfaculty/start.html>.

3. The University has a workload policy of five three-hour course equivalents per year for regular faculty. However, for faculty in this department who are active in research and involved with student research advising, this load reduces to NUMBER courses per year. However, you will not be required to teach any formal courses during the first year of your appointment. In addition, all faculty contribute service to the College and Campus, and I expect that you will participate in these activities as required.

4. 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.

5. 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.

 I will inform you when the offer has received final approval. At that point, the offer will remain open for NUMBER days, during which time you will be asked to sign an appointment agreement and return it to me. The entire terms and conditions governing your appointment will be set forth in an appointment agreement signed by you and the University.

I speak for many colleagues when I say that we are truly enthusiastic about your appointment here. I believe we can provide support for your academic career by offering a stimulating intellectual environment and engagement with a talented and diverse student body. We look forward to working with you as our colleague.

Yours sincerely,

CHAIR’S NAME

Chair

**Appendix: General Terms and Conditions of Tenured/Tenure Track Faculty Appointments at UMD.**

1. Since the University is required by a Board of Regents policy to verify that new tenure-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. In accordance with United States immigration laws, this offer is contingent on you providing evidence of authorization to work in the United States.

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 you from employment. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. The University reserves the right to rescind your offer of employment or otherwise decline or terminate employment if information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed.

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.

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

Signature Date

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

Printed Name

**Sample Letter for TENURED ASSOCIATE PROFESSOR/PROFESSOR/PRINCIPAL AGENT/SENIOR AGENT Hires**

Dear Dr. HIRE’S NAME:

I am very pleased to offer you an appointment as a tenured Associate Professor/Professor/Senior Agent/Principal Agent in the Department of DEPARTMENT’S NAME at the University of Maryland, College Park. This offer is made with the approval of the Dean of the COLLEGE’S NAME and is subject to the final approval of the Provost and President.

On behalf of my colleagues, and with the enthusiastic support of Dean DEAN’S NAME, I would like to express our excitement at the prospect of your joining our faculty. Your leadership and energy will help us to advance the Department of DEPARTMENT’S NAME to the top ten ranking to which we aspire.

Your academic appointment is as Associate Professor/Professor/Senior Agent/Principal Agent in the Department of DEPARTMENT’S NAME within the College of COLLEGE’S NAME. This is a full-time position that carries tenure. The appointment is effective DATE OF APPOINTMENT. Offers of employment are contingent on completion of a background check. Information reported by the background check will not automatically disqualify you from employment. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. The University reserves the right to rescind your offer of employment or otherwise decline or terminate employment if information reported by the background check is deemed incompatible with the position, regardless of when the background check is completed.

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. In addition, please sign and return the attached Authorization to Release Information form.

### Choose the appropriate paragraph below consistent with the type of appointment

1. The appointment is on a twelve-month basis at an initial annual base salary rate of SALARY. 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). Seventy-five percent (75%) of your base salary will be paid from State funds, and the remaining twenty-five percent (25%) of your salary must be provided from sponsored research funds secured by you through the normal University grant solicitation process to government or private agencies. Given the outstanding nature of your research, I have no doubt that you will be fully successful in securing the funds to support the sponsored research portion of your base salary. In the event that you do not have sufficient sponsored research funds to pay the approved sponsored research salary portion, you may elect to change your appointment status to a full-time academic year (9-month) appointment. This academic year appointment would carry a salary rate that is equal to the State portion of your 12-month salary. You should understand that such a conversion might have adverse effects on the contribution and calculation of your retirement and leave benefits.

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Yours sincerely,

CHAIR’S NAME

Chair

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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.

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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