

Click here to enter a date.

Name

Address

CITY STATE

Dear NAME

On the recommendation of the Department and with the approval by the Senior Vice President for Academic Affairs and Provost, I am pleased to offer you a position as Enter Official Title in the department in the College at the University of Houston. The salary will be \$Salary for the period of Click here to enter a date to Click here to enter a date.

This is a non-tenure track position that will accrue no time toward tenure at the University of Houston. This position carries with it no assurance of renewal beyond the specified time period. Unless a reappointment letter is offered by the University of Houston and accepted by you, your employment will end on *Click here to enter a date*.

Your responsibilities will include Enter responsibilities during the term of employment. Include courses and administrative roles if applicable along with any department requirements.

You agree to be bound by all University of Houston System and University of Houston policies including any amendments thereto that may be made from time to time during the term of this appointment.

This offer is contingent upon receiving original transcripts showing all of your degrees before you begin employment at the University of Houston.

This offer is contingent upon enrollment. In the event these courses do not have the minimum enrollment required, your salary will be commensurate with the number of classes that you teach.

To comply with U.S. Department of Education guidelines, this offer is void if you affirm on your application that you have ever been convicted of or pled nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or if you have ever been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds.

As the University of Houston complies with the Immigration Control and Reform Act, all appointments are contingent upon proof of eligibility to accept employment in the United States. Documentation of eligibility must be provided within 72 hours of employment.

To comply with Texas Education Code, section 51.917, the University of Houston requires that all persons who are employed as faculty/teaching personnel self-declare that they are proficient in the English language prior to the beginning of their instructional assignments.

University of Houston System employees are required to complete Mandatory Training each fiscal year either through New Hire Mandatory Training or Annual Mandatory Training depending on your dates of service. Failure to complete this training within the required timeframe will make you ineligible for any available merit increases and could result in disciplinary action, as per SAM 02.A.11 and SAM 02.A.26.

The State of Texas offers comprehensive health and prescription drug benefits, along with \$5,000 of basic term life insurance and \$5,000 of accidental death and dismemberment (AD&D) coverage **beginning the 1st of the month following a 60-day waiting period, not to exceed 90 days.** You may also decline health coverage; however, if you wish to enroll in the medical plan after your initial period of eligibility, proof of insurability is required and your acceptance is not guaranteed. Your options are:

- Enroll within your first week of employment to start the 60-day wait,
- You may decline coverage, (Note: Under the Affordable Care Act, you are required to have or to obtain health insurance. For more information, go to [https://www.healthcare.gov/.](https://www.healthcare.gov/))
- Consult Human Resources regarding comparable coverage plan participation, if applicable,
- Elect COBRA, to cover the waiting period (if available from previous employer),
- Choose a short-term medical insurance to cover waiting period. HR Benefits can provide a short list.

Please consult [Click here to enter department contact](#), to coordinate attendance of HR's new employee orientation program, including benefits sign-up, or contact the HR Benefits Coordinator for further assistance.

The Office of the Provost will host the annual New Faculty Orientation in August _____. All new full-time faculty are required to attend to assist in the transition to the University of Houston. Further details will be sent separately and will be made available online at <http://www.uh.edu/provost/faculty/new/>

I share the enthusiasm of my colleagues in Department at the prospect of you joining us. Your participation in the academic and scholarly activities of the department will contribute to the growth and development of the college. I look forward to receiving your acceptance letter within ____ weeks of receipt of this letter (OR by _____).

Sincerely,

Dean
College of

I accept this offer of employment.

Faculty Name

Date

Attachments:

1. List of Acceptable documents for verifying employment eligibility
2. Faculty Pay Option Form
3. Personal Data Sheet
4. Relevant College Policies