

Click here to enter a date.

Name

Address

CITY STATE

Dear NAME

On the recommendation of the Department and subject to 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.

This job offer is contingent on the results of your completed criminal history investigation.

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.

Because this is considered a part-time position, you are not eligible for benefits such as health insurance coverage through the University. Under the Affordable Care Act, you are required to have or to obtain health insurance. For more information, go to <https://www.healthcare.gov/>

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. Personal Data Sheet