

Select date

Name

Address

Address 2

City, State Zip

Dear Faculty,

Upon the recommendation of the faculty of the Department and the approval of the Senior Vice President for Academic Affairs, I am pleased to offer you a position as an Choose title in Department in the College name at the University of Houston. The salary will be salary amount for the nine-month academic year, effective select date to select a date. Your salary will be direct-deposited into your designated account on a monthly basis, with the first deposit occurring on Click here to enter text.

The terms of this offer are as follows:

1. Your responsibilities will include teaching and research, as well as service to the department, college, and university. This is a tenure-track position with a maximum probationary period of Select Year years to run consecutively. You will receive feedback from an annual review and undergo an in-depth review during your third year, which will take place during the Fall Click here to enter year semester. According to University policy, a decision regarding promotion and tenure must be made no later than the end of the select an item year of your probationary period. (Click here to enter a date ).
2. Appointment to a tenure-track position at the University of Houston is contingent upon the procurement of an appropriate immigration and/or visa status prior to the effective date of the appointment and maintenance of an appropriate status for the duration of the appointment. Your department may assist you in securing an appropriate visa status prior to your arrival. Should there be a delay in obtaining your visa, your start date may be delayed until you obtain an appropriate visa status.
3. In order to be granted tenure, a faculty candidate must either be a citizen of the US or have permanent residency. In order to be considered for tenure, non-tenured tenure track faculty who are not US citizens:
  - a. must have permanent residence by the end of the spring semester prior to the year in which the tenure review will take place, or
  - b. must have an approved labor certification/Form I-140 Immigrant Petition for Alien Worker approved by the U.S. Citizenship and Immigration Services (USCIS), if immigrating via sponsored employment.

The probationary period will not be extended if these requirements are not met. If the PERM labor certification/I-140 immigrant petition has been approved and the I-485 adjustment of status (green card) application is pending and is simply awaiting approval or availability of immigrant status, the faculty member may be considered for tenure. If tenure is then recommended and approved, it will not be granted until such time that permanent residence has been granted by the USCIS.

4. This offer is contingent upon receiving evidence of your completion of all requirements for the doctoral degree by August 1, \_\_\_\_\_. As soon as possible thereafter, you are expected to provide an official transcript with the doctoral degree posted. In the event that you do not successfully complete the Ph.D. degree by August 1, \_\_\_\_\_, you will be placed in an Instructor position at a salary of \$\_\_\_\_\_ with time spent as an instructor counted in the probationary period. If you successfully complete the Ph.D. degree during the 20\_\_-20\_\_ academic year, you will be moved into an assistant professor position beginning in the Fall 20\_\_, your salary will be adjusted to \$\_\_\_\_\_ and your probationary period will continue as outlined above. If you have not completed the Ph.D. degree by May 1\_\_\_\_\_, your appointment will terminate at the end of the spring semester \_\_\_\_\_.
5. To establish your research program, the University will provide \$Click here to enter text. in start-up funds to cover equipment purchases and related infrastructure needs. These funds must be expended or encumbered by Click here to enter a date.
6. We are pleased to offer research and course development support during the summer. Each of these summers, you will be paid select terms of your nine-month academic salary. Please note, you must be in residence in the academic year following payment of summer funds to be eligible for summer funding.
7. The College/Department will provide reasonable moving expenses, up to \$Click here to enter dollar amount to move your household belongings. These expenses may include one trip for you and members of your household to select new housing (house-hunting). The length of the trip should not exceed one week. During that time, house-hunting expenditures such as airfare, airport parking, hotel, rental car and meals will be reimbursed to you. These expenses may also include other moving relocation expenses incurred while in transit from your previous home residence to your new job location. Moving and relocation expenses are taxable and will be reported as additional wages. Prior to your move, please contact Click here to enter dept contact., who will explain College and University guidelines on moving expenses. If you leave the University's employment within 12 months of your appointment date for reasons within your control, you will be required to reimburse the University for relocation expenses within 90 days of termination.
8. As part of your hiring incentive, the college will reimburse you up to of Click here to enter text. to offset the cost of COBRA or short-term medical insurance.
9. Any intellectual property conceived or further developed by you under your research capacity at the University of Houston will be governed by University policy, currently Section 21.08 of the UH Regents Policy on Intellectual Property (see attached).

10. The University Consulting Policy allows one day per calendar week for external consulting during the academic year with prior written approval; however, these activities must not interfere with your primary responsibility and duties as a faculty member.
11. 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 to the UH Office of Human Resources within 72 hours of employment. Should your arrival be delayed or should you not present this documentation within 72 hours of employment, your effective employment date will be adjusted accordingly to comply with this requirement. Please see the enclosed list of documents that are acceptable for presentation.
12. This offer is contingent upon receiving original transcripts showing your terminal academic degree before you begin employment at the University of Houston.
13. University of Houston System employees are required to complete Mandatory Training each fiscal year either through New Hire Mandatory Training or through 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.
14. Please note that this written offer is the only official offer made by the University of Houston. No other offer, whether oral or in writing is authorized or has validity.
15. 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 1<sup>st</sup> 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 [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 [Click here to date..](#) 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/>

August 2, 2018

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I share the enthusiasm of my colleagues in Department of \_\_\_\_\_ and the college 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 no later than [Click here to enter a date.](#)

Sincerely,

DEAN

College of \_\_\_\_

I accept this offer of employment.

\_\_\_\_\_  
Faculty Name                      Date

Attachments:

1. Promotion and Tenure Policies
2. Section 21.08 of the UH Regents Policy on Intellectual Property
3. List of Acceptable documents for verifying employment eligibility
4. Faculty Pay Option Form
5. Personal Data Sheet
6. MAPP 02.02.05 - Moving and Relocation Expenses

Please sign below to confirm receipt of the Promotion and Tenure Policies of the University of Houston, the Department of dept name and/or the College of the college name.

\_\_\_\_\_  
Faculty Name                      Date