**Appointment Letter Template – Library Tenure-track Faculty**

Date

Name

Address

Dear

It is my pleasure to offer you an appointment as \_\_\_\_\_\_\_\_\_\_\_\_within the University Library at the University of New Hampshire (UNH). This appointment is a 12-month, fiscal year faculty, tenure eligible position with a starting fiscal year salary of \_\_\_\_\_\_\_\_\_\_\_\_. You will be paid on a bi-weekly basis for 26 pay periods with an option of direct deposit. Your appointment will begin on \_\_\_\_\_\_\_\_\_\_ and is subject to an annual review and renewal determination, under the terms set forth in the Collective Bargaining Agreement between UNH and the UNH Chapter of the American Association of University Professors (AAUP).

In addition to your professional duties as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Librarian, you are expected to maintain a productive program of scholarship, contribute to the University’s mission, and actively participate in Library, University, and professional engagement and service. Faculty workloads are determined by the University taking into account scholarship, professional activity, and service. Individual workload assignments will be made by the faculty chair, subject to the approval of the dean. You and the faculty chair will regularly discuss your workload, and work with the dean to approve significant adjustments. The faculty chair will be responsible for evaluating your performance each year.

In accordance with University policy, it is mandatory that you be reviewed for tenure no later than your sixth full year at UNH. Your mandatory review will take place no later than academic year\_\_\_\_\_\_\_\_. Procedures and guidelines for the promotion and tenure process are issued by the provost and are set out in the collective bargaining agreement. University promotion procedures and documents can be found on the provost’s website at <http://www.unh.edu/provost/promotion-and-tenure-procedures-documents>. A copy of the Library’s promotion and tenure documents is attached to the email with this letter.

You will be eligible for the employment benefits package provided to University employees. Benefits for fiscal year tenure track faculty can be found at <https://www.unh.edu/hr/benefits>. In order to have your benefits take effect on the first of the month after your date of hire, it is necessary for you to enroll within the first 30 days of employment. Should your employment not continue for any reason, your benefits will not continue beyond the last day of the month in which your employment ends unless you elect to continue them at your expense under the provisions of the COBRA program. You will receive information about employee orientation from an HR representative where you will have the opportunity to learn about our benefits and enrollment procedures. In addition, you will be invited to an orientation for new faculty, which typically takes place during the week before fall semester classes begin.

*(following is included only if applicable after negotiations:*

*A comprehensive transition allowance in the amount of \_\_\_\_ will be paid in lieu of moving, relocation and employment transition cost reimbursement and/or payment. The allowance will be paid to you during your first month of employment. It will be processed as additional taxable compensation through the payroll system with all applicable income taxes and FICA amounts deducted.*

This offer of employment and start date are contingent upon completion of a satisfactory background check. *and your ability to present proof of valid work authorization to be legally employed in the United States. If you accept our offer, the Office of International Students and Scholars is an excellent resource and is available to assist you if necessary*. You will receive an email from the background check vendor, *Hireright*, with instructions to complete the background check process online. Please respond to this request as soon as possible as the background check can take up to two weeks to process.

The University of New Hampshire is a Federal contractor within the meaning of Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors. This position may require that you be vaccinated against COVID-19 in the future unless you apply for and receive a religious or medical exemption to this requirement. You may not test out of this requirement. Therefore, to maintain your employment under the terms of this letter in the future you may be required to provide proof of vaccination or to apply for and receive a religious or medical exemption.

Upon your arrival to campus, please visit Human Resource Services to complete your hiring forms I-9 ([Link to I-9](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uscis.gov%2Fi-9&data=04%7C01%7CRobin.Pelechowicz%40unh.edu%7C78efc89a0bc146e6852008d9b69c5729%7Cd6241893512d46dc8d2bbe47e25f5666%7C0%7C0%7C637741604849054472%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=v4viCj0afVdTPkzigdiSFjsoSObC9PbeJW8qXAaT%2FaI%3D&reserved=0) ), W-4 ([Link to W-4 form](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.irs.gov%2Fpub%2Firs-pdf%2Ffw4.pdf&data=04%7C01%7CRobin.Pelechowicz%40unh.edu%7C78efc89a0bc146e6852008d9b69c5729%7Cd6241893512d46dc8d2bbe47e25f5666%7C0%7C0%7C637741604849064431%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=GerBdX6oLoplUQknmrZOdnPaO%2Bm0V%2B3p%2BecKXOitwIA%3D&reserved=0) ). HR Services is located at 2 Leavitt Lane, Durham, NH and is open Mon-Fri., 9:00am-3:00pm. The office is approximately 1 mile west of core campus. If you are an international student who will hold an F1/J1 student visa, you will complete the hiring paperwork upon your arrival to campus, in person at the Office of International Students and Scholars (OISS).

UNH employees have access to our Web Information System for Employees (WISE) at <https://wise.unh.edu>. WISE provides self-service access for our employees to access their employment and payroll information. All employees have access to view their information and update their address, direct deposit, and Form W-4 data. Your W-4 will be set up with default values of single with zero withholding allowances. Updates to the W-4 information can be made through WISE.

The remaining terms and conditions of your employment will be governed by applicable University System and UNH policies (see [www.usnh.edu/olpm](http://www.usnh.edu/olpm)) and the terms of the collective bargaining agreement with the UNH Chapter of the American Association of University Professors. You will soon be contacted by the UNH Chapter of the American Association of University Professors about choosing to become a member of the AAUP or authorizing your payment of membership fees.

If you wish to accept this offer, simply endorse this letter, and return it to me before \_\_\_\_\_. Please don’t hesitate to call the dean’s office at (603) 862-1540 if you have any questions. I look forward to welcoming you to the University of New Hampshire Library!

Sincerely,

Tara Lynn Fulton

Dean of the University Library

I hereby accept this appointment and agree to abide and be bound to the terms and conditions set forth above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

cc: HR Recruiting (hrrecruiting@unh.edu)

Name, Personnel File

Updated: 12/2021