Appointment Letter Form—**Paid** Visiting Assistant Professor

Date

Name

Address

Dear

It is my pleasure to offer you an appointment as Visiting Assistant Professor in the Department of \_\_\_\_\_\_\_ within the School/College \_\_\_\_\_\_\_\_\_\_\_at the University of New Hampshire for a \_\_\_\_\_\_ term *(one to two year term)* effective DATE to DATE, subject to annual review (*if more than one year term)*. This is not a tenure eligible position. Your academic year salary will be \_\_\_\_\_\_\_\_\_\_\_ and you will be paid on a bi-weekly basis for 19.5 pay periods. You have the option to defer your pay and receive your base salary over 26 pay periods. You will have the option of direct deposit.

*(If applicable)* In addition to your regular academic year salary and with the endorsement of the department chair and approval of the dean, you may be compensated during the January term and the summer for teaching.

Faculty having any portion of salary paid from sponsored programs are required to complete Effort Reporting and Certification Policy training. This web-based training must be completed within the first 30 days of initial employment and once every three years thereafter: <http://www.unh.edu/research/effort-reporting-and-certification-policy-training> .

You will be eligible for the employment benefits package provided to University employees. Benefits for non-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. You will receive information about orientation for new faculty, which typically takes place during the week before fall semester classes begin. At orientation, you will have the opportunity to learn about our benefits and enrollment procedures.

Your responsibilities at the University will be to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your responsibilities are expected to vary during your employment with the university, and these will be communicated and discussed with you by your department chair. The department chair of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, subject to my approval, will determine your workload and will be responsible for evaluating your performance. Annual written reviews are prepared by the department chairperson and dean.

*(If applicable)* To support your transition to the University of New Hampshire, 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, commonly referred to as 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 also to update their address, direct deposit, and W-4 data. Your W-4 form will be set up with default values of single with zero withholding allowances. Updates to the W-4 information can be made through WISE. Information regarding defer pay sign-up can be found at: <http://www.usnh.edu/staff/usnh-payroll-forms> .

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). If you wish to accept this offer, please endorse this letter and return it to \_\_\_\_\_\_\_\_\_ before \_\_\_\_\_\_\_\_\_\_. Please call at any time if you have further questions.

Sincerely,

Dean

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

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

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

Updated 12/2021