

ADD YOUR CAMPUS LETTERHEAD

United Academics Appointment Letter

Tenure Track

Dear [*Faculty Member*]:

Under the appointment authority of President Pat Pitney, and with the concurrence of Chancellor [*MAU Executive*] and Provost [*MAU Provost*], I am pleased to offer you the following position with the University of Alaska [*MAU*], [*campus*], [*College/School*], [*Department*]:

Faculty Rank/Title:	[<i>Academic rank</i>] of [<i>discipline</i>]
CIP:	[<i>Insert Number</i>]
Tenure Status:	Tenure Track – Eligible for tenure
Academic Unit:	[<i>Campus, school/college and department/program—be specific</i>]
Continuing Appointment:	Yes, subject to non-retention
Term of Base Appointment:	From [<i>start date</i>] to [<i>end date</i>] (this period may not exceed 9 months)
[<i>If applicable</i>]	
Term of Contract Extension:	From [<i>start date</i>] to [<i>end date</i>]
Position Control Number (PCN):	[#]
Employee ID Number:	[ID #]
Percentage of Full Time:	[FTE]%; [#] months (base appointment is limited to 9 months)
*Approx. Full Salary for the Period:	[\$#] (includes [%] of any geographic differential)
*Bi-weekly Installments:	[\$#] (includes [%] of any geographic differential)
Benefits Eligible:	Yes

[*If applicable complete [NextGen Relocation Request Form](#) – Otherwise Delete section*]

Relocation expenses, up to but not exceeding [\$ _____]

Location of Personnel Files

Academic Record:

[*choose appropriate office of the dean/director or provost*]

Employment Record:

[*choose campus academic administration or UA HR office*]

Workload:

Your workload will be provided under separate cover. You are expected to perform the workload determined in accordance with the Collective Bargaining Agreement (Agreement) and consistent with the terms of this appointment.

Special Conditions of Employment:

*If salary increases are included in the above amount, they are subject to legislative funding and appropriation pursuant to state law and are distributed to eligible bargaining unit members in the first full pay period of the appointment after July 1.

The University of Alaska is an affirmative action/equal opportunity employer, educational institution and provider. The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

This appointment is for a continuing tenure track position, subject to non-retention with notice as provided in the Agreement. If the university continues your appointment, you will be reviewed for retention annually, [and *your 4th year comprehensive review will occur in AY____*], [**for Assistant Professor only**]. You will be required to stand for tenure not later than academic year [?]. The deadline for submitting review files is as stated in Article 9 of the Agreement. If the university decides to discontinue your appointment, you will receive notice of non-retention in accordance with the Agreement.

Terms used in this letter, including but not limited to continuing, tenured, tenure track, fixed term, non-tenure track, and terminal, that have specific meanings and effects in the Agreement, Regents' Policy, University Regulation and applicable campus rules and procedures, have those meanings and effects when used in this letter.

Your employment with the university is primarily governed by the Agreement between the university and United Academics. However, to the extent consistent with the terms of the Agreement, your employment is also subject to the terms of this appointment letter, Regents' Policy, University Regulation and rules adopted by the MAUs. The relationship between the Agreement and these other sources of authority is as set forth in the Agreement.

You shall establish, post, and maintain reasonable office hours, which will meet the educational and programmatic needs of the university. Faculty shall notify the dean, director, or designee of their posted office hours.

You are expected to be present and available for convocation, registration, student advisement, graduation, regularly scheduled faculty meetings, and other activities during the period of this appointment. As part of your appointment, you will be required to participate in scheduled mandatory training(s) for faculty to ensure University compliance with campus required training(s) and any applicable federal

and state regulations, including provisions of Title IX (Education Amendments of 1972), and FERPA.

You are a “responsible employee” under Title IX. Being a responsible employee means that you must report all relevant details regarding alleged incidents of sexual harassment or sexual assault that you become aware of to your campus Title IX coordinator within 24 hours. Title IX information and contacts are available as follows:

- UAF Campus and Fairbanks SO: <http://www.uaf.edu/titleix/>
- UAA Campus and Anchorage SO: <http://www.uaa.alaska.edu/equity-and-compliance/title-ix-coordinator.cfm>
- UAS Campus: <http://www.uas.alaska.edu/policies/titleix.html>

You are subject to the Drug Free Workplace Act and must be and remain eligible for employment under the Immigration Reform and Control Act of 1986, as subsequently amended, and other state and federal laws. Ownership of intellectual property you may produce is governed by University Regulation 10.07.05 or, if applicable, the terms of a collective bargaining agreement. You are also subject to the Alaska Executive Branch Ethics Act (AS 39.52), as amended from time to time, and are required to complete and submit, to your dean or director, disclosure forms, including forms for “Disclosure of Employment or Activities Outside of the University of Alaska,” “Ethics Determination Request,” “Notification of Receipt of Gift,” “Disclosure of Interest in Contracts/Grants/Leases/Loans.” When disclosures are required they are due upon the occurrence of a disclosable event and, for outside employment and services, at least every July 1.

The referenced disclosure forms are available from your supervisor or University of Alaska General Counsel at:

<http://www.alaska.edu/counsel/ethics-information/>

In addition, the Ethics Act requires, among other things, that you may not disclose or use information gained in the course of or by reason of your official duties that could result in the receipt of any benefit for you or an immediate family member, if the information has not also been disseminated to the public. Alaska Executive Act Ethics guidance produced by the Alaska Department of Law is available at:

<http://www.law.alaska.gov/doclibrary/ethics/EthicsInfo.html>

Pursuant to AS 14.20.370 and contained in 20 AAC 10.020, you are obligated to abide by the code of ethics and the professional teaching standards adopted by the Professional Teaching Practices Commission.

You shall receive fifteen days off during the nine month contract period. These days include three days of Winter Closure when the University is closed for business. The

remaining twelve days off shall be used when classes are not in session or as specifically approved in advance and in writing by the dean or director, or designee. Time off for appointments at less than full time shall be pro-rated accordingly. Requests for faculty time off shall not be unreasonably denied as we encourage members to take faculty time off for their well being. It is required that you report your use of time off (FTO) using either UAOnline or a paper time sheet for approval by your dean, director or designee.

Please sign the attached original and return it to me within 10 days. A copy may be retained for your records.

Sincerely,

[Appropriate dean or director]

I acknowledge receipt of the above terms and conditions of employment. I understand that, for purposes of collective bargaining, I am represented by United Academics. I recognize that if I supervise other university employees, I may be removed from the bargaining unit represented by United Academics.

Signature

Date

Attachment:

Academic Calendar

cc:

[Provost/Academic Affairs]

[UA Human Resources]

Academic Record File