

Click here to enter a date.

Name

Address

CITY STATE

Dear Click here to enter text.

On the recommendation of the Department and 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 at the University of Houston. Faculty Sponsor will be your sponsoring faculty member in the Department Name. 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.

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.

While you will be ineligible for internal grant programs, you are encouraged to submit external grant proposals as a principal investigator. Should you leave the university, all equipment purchased through external grants or UH sources will be reassigned, as they are the property of the State of Texas.

You will also be eligible to serve on thesis and dissertation committees, at the discretion of the department. Details should be worked out with the department chair.

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

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

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beginning the 1st 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/>.)
- 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.

I share the enthusiasm of Professor [Click here to enter text.](#) and the department at the prospect of your joining us. I look forward to receiving your acceptance letter within ____ days of receipt of this letter (OR by DATE).

Sincerely,

Dean
College of

I accept this offer of employment.

Faculty Name

Date

Attachments:

1. Relevant College Policies
2. Section 21.08 of the UH Regents Policy on Intellectual Property
3. List of Acceptable documents for verifying employment eligibility
4. Personal Data Sheet