Dear PREFIX HIRE’s NAME,

I am very pleased to offer you an appointment as INSERT PTK TITLE in UNIT’S NAME in the A. James Clark School of Engineering at the University of Maryland, College Park under the direction/supervision of SUPERVISOR’S NAME . I would like to express our excitement at the prospect of your joining our faculty. The specific details of your appointments are as follows.

The appointment will be paid on a APPOINTMENT TYPE basis at an initial annual base salary rate of $SALARY payable in biweekly installments. Your base salary rate may be adjusted annually thereafter in accordance with University salary guidelines and appropriations, and in response to your annual performance review. Typically these salary appropriations are received by the University through its annual budget process, and may include merit and cost-of-living allocations (COLA).

This is a 1 year, 100 % FTE, professional track (PTK) faculty appointment and does not carry tenure. It is anticipated that your appointment will be effective Click or tap to enter a date..

Your duties will include the following:

INSERT DESCRIPTION OF DUTIES HERE

For initial faculty appointments, the University is required by a Board of Regents policy to verify that new faculty have received the qualifying degree (or that all requirements for that degree have been satisfactorily completed and the degree will be awarded at a forthcoming commencement) appropriate to their field and their appointment, if the degree was received within a year prior to employment. You will need to provide either an official transcript with a seal showing that the degree was awarded or a letter from the Registrar, on the stationary of the degree-granting institution, showing which degree was or will be awarded and the date it was or will be conferred. In addition, in accordance with United States immigration laws, this offer is contingent on your providing evidence of authorization to work in the United States. The entire terms and conditions governing your appointment will be set forth in an appointment agreement signed by you and the University.

Offers of employment are contingent on completion of a background check.  A prior criminal conviction or convictions will not automatically disqualify a finalist from employment. Prior to any adverse decision, you will have an opportunity to provide information to the University regarding your background check. You will also be provided an opportunity to appeal any decision prior to a final outcome.

 The University of Maryland values a diverse, united, proud, respectful, inclusive, accountable and empowered community of people from every background that works to impact positively our globally-connected society. As part of our commitment to those values, you will be expected to complete the **TerrapinSTRONG** onboarding program within two weeks of your first day of employment at the University. This new program will include a brief history of our institution; unconscious-bias and anti-racism training; diversity, equity and inclusion training; sexual harassment training; and an introduction to our cherished traditions.

The University of Maryland (UMD) has made the safety of our students, faculty and staff, and our surrounding communities a top priority. As part of that commitment, the University System of Maryland (USM) recently announced that students, faculty, and staff on USM campuses this fall, including UMD, are required to be vaccinated against COVID. As a prospective and/or a new faculty member at UMD, you will be required to comply with the University's vaccination protocol. Proof of full vaccination\* will be required before the start of employment in order to work at any UMD location. Prospective or new faculty members may seek a medical or religious exception to the vaccination requirement at [return.umd.edu](http://return.umd.edu) and must have an approved exception prior to the start of their employment.

IF BENEFITS ELIGIBLE, PLEASE INSERT THE FOLLOWING BELOW, IF NOT PLEASE DELETE:

You are eligible to enroll in either the Maryland State Pension System or the Optional Retirement Program (ORP) with either Fidelity Investments or TIAA.  Your decision to enroll in either plan is irrevocable.  You must make a selection, and your enrollment forms must be dated, no later than your first day of employment or your retirement plan will automatically default to the Maryland State Pension System.  If there is a default, a mandatory 7% of your pay will be deducted from your pay and this will be deemed an irrevocable decision.  We encourage you to review the information at <https://uhr.umd.edu/benefits/retirement-benefits/>  or speak with a benefits counselor with the University Human Resources Office of Employee Benefits at (301) 405-7575 to assist you in making your selection no later than your first day of employment.

You are also eligible to receive health insurance benefits and participate in University-sponsored insurance programs.  Please discuss your options with (Name and contact information of the HR Coordinator or UMD Benefit Coordinator for your Unit). Please note: Insurance benefit coverage for all plans will be effective on the first day of the month following your date of hire, however you will be unable to enroll until you receive an email from the Employee Benefits Division that will give you access to enroll for benefits coverage. The email notification can take up to 30 days from your date of hire to become available to you. The normal processing time for online benefits request can take between 30-60 days from hire for your benefits to become active. Once the enrollment process is completed, you will be required to pay a mandatory retroactive payment of the premiums for the pay periods in which you did not have a payroll deduction, back to the effective date of coverage.  Please contact the UHR Office of Employee Benefits for more information about this process. For continuous insurance coverage to the end of the month in which you are hired, please make arrangements with your previous employer or health insurance carrier.

All regular employees working at least 50 percent time are eligible to participate in the University’s benefit programs. The spouse and eligible children of employees also qualify to enroll in coverage with the appropriate documentation (see <https://uhr.umd.edu/benefits>). Benefits include:

* Health (Medical, Vision, Prescription, Dental)
* Flexible Spending Accounts (Healthcare, Dependent Daycare)
* Life Insurance
* Long Term Disability Insurance
* Accidental Death and Dismemberment Coverage
* Retirement (State Pension, Optional Retirement Accounts)
* Tuition Remission (Employee and Eligible Children)
* Annual/Sick/Personal Leave (Annual Leave is only earned for 12 Month Employees)

You can find additional policies governing faculty online at the website for the Office of Faculty Affairs (https://faculty.umd.edu/) and in the Faculty Handbook (https://meugrad.umd.edu/faculty/faculty-handbook/).

 This offer will remain open for NUMBER days. Once accepted, we will proceed with receiving approvals through the Administration and once we have received final approval, you will be asked to sign an appointment agreement. In addition, in accordance with United States immigration laws, this offer is contingent on your providing evidence of authorization to work in the United States. The entire terms and conditions governing your appointment will be set forth in an appointment agreement signed by you and the University.

If you accept this offer, please sign below. We look forward to having you join us.

Yours sincerely,

CHAIR’S NAME

CHAIR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 HIRE’S NAME DATE

\* *The Centers for Disease Control and Prevention (CDC) define “full vaccination” as two weeks after the second dose of a two-dose vaccine such as the Pfizer or Moderna vaccines, or two weeks after a single dose vaccine such as the Johnson & Johnson vaccine. Newly arriving international faculty should get vaccinated as soon as possible with a vaccine that is currently available to them in their home country and not wait to be vaccinated until arrival in the United States. Newly arriving international faculty should* [*visit International Students and Scholar Services*](https://globalmaryland.umd.edu/offices/international-student-scholar-services/covid-19-vaccination-update-0) *for more details on the university's requirements, including accepted vaccines, testing and quarantine guidelines. Please direct questions to* healthconcerns@umd.edu.