Date**:** Enter letter date here

DearEnter employee name here,

We are pleased to offer you the appointment as described below. *Please carefully review the following information*:

|  |
| --- |
| **Employment Information** |
| **Employee Name:** | Enter employee name here. |
| **Employee ID:** | Enter employee’s ID number here |
| **Citizenship:**  | Please select from below |
| **Supervisor’s Name:** | Enter supervisor’s name here |
| **Department/Unit:** | Enter name of department/unit here |
| **School/College:** | Enter name of school/college here |
| **Concurrent/Active Appointments**  | Please list all other active/concurrent appointments at any UC campus, if applicable |

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| --- |
| **Appointment Summary** *(self-terminating on the end date of appointment)* |
| **Appointment Type** | **Job Code/Description** | **Annual Salary Rate\*** | **Salary Point** | **Begin Date** | **End Date** |
| One year  | Job code. | Salary rate. | Salary point. | Start Date | End Date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quarter/Semester** | **Year** | **Pay Period** | **Service Period** | **Percent Time**  | **Monthly Earnings\*** |
| Term | Year |  |  |  |  |
| Term | Year |  |  |  |  |
| Term | Year |  |  |  |  |

*\* Salary rate for multi-year appointments will be adjusted in accordance with the applicable provisions of the collective bargaining agreement.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Number** | **Full Title of Course (including type and section number)** | **IWC** | **Quarter/ Semester** | **Year** |
|  |  |  | Term | Year |
|  |  |  | Term | Year |
|  |  |  | Term | Year |
|  |  |  | Term | Year |
|  |  |  | Term | Year |
|  |  |  | Term | Year |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Assigned Duties – Please Complete** | **IWC** | **Quarter/ Semester** | **Year** |
|  |  | Quarter/Semester | Year |
|  |  | Quarter/Semester | Year |
|  |  | Quarter/Semester | Year |

**APPOINTMENT INFORMATION:**

The University may substitute the course(s) and/or other assigned duties and general responsibilities in the same department, program, or unit during the same term. Such substitution will not result in a change in earnings, workload, or appointment percentage. In the event of a substitution, the program, department, or unit shall provide course information through a supplemental notice. Such supplemental notices shall be issued as soon as practicable. (**Article 7A(C)(5)(h)**).

All Teaching assignments are in-person unless otherwise noted. The University shall have no obligation to automatically reappoint you following the expiration of this Unit 18 faculty appointment.

This offer of employment is contingent upon your ability to prove that you are authorized to work in the United States, as required by the Immigration Reform and Control Act of 1986. Also, the State of California requires that we inform all academic appointees of the Political Reform Act of 1974. This Act prohibits public officials from participating in governmental decisions when personal financial interests may be affected by those decisions. The Act requires that all government employees and officials disqualify themselves from participating in a governmental decision when a financial conflict of interest is present. Please contact your supervisor for required documentation.

**POLICY COMPLIANCE:**

As a condition of employment, you will be required to comply with University of California Policy on Vaccination Programs, as may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements.

Additionally, you will be required to comply with the University of California Policy on Substance Abuse ([APM 190](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-190-c.pdf))(Drug Free Environment) and University of California Smoke and Tobacco Free Environment policy. Depending on the job duties of your position, you may also be required to comply with the University of California's Reporting Child Abuse and Neglect policy.

**BENEFITS INFORMATION:**

In accordance with University policy, your eligibility to participate in University of California benefits programs is dependent on the percentage and/or duration of your appointment. If you have a concurrent appointment in another department, the total percentage and/or duration of your appointment determines your eligibility. Please refer to the UC Benefits website: [**https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html**](https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html)(**Article 7A(C)(5)(j)**).

**UNION INFORMATION:**

Your position is in a bargaining unit represented by a union, the UC-AFT. As such, the terms and conditions of your appointment are contained in UC/UC-AFT collective bargaining agreement, which you may access at [**https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html**](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html)(**Article 7A(C)(5)(k)**). UC-AFT's welcome letter is available at: [**https://ucaft.org/content/uc-aftteaching-faculty-welcome-letter**](https://ucaft.org/content/uc-aftteaching-faculty-welcome-letter)(**Article 7A(C)(5)(l)**). To learn more about the UC-AFT, visit [**http://ucaft.org**](http://ucaft.org)(**Article 7A(C)(5)(m)**).

**NEW EMPLOYEE ORIENTATION:**

The Unit 18 (IX) New Employee Orientation is designed to familiarize new employees in the IX unit with relevant information about working at the University and inform new instructors about the Union and what membership entails. *This Unit 18 New Employee Orientation in is held in-person on the main UC Davis campus and is mandatory for all newly-hired Unit 18 Faculty* (**Article 25(G)(b)(a)**). New employee orientations are scheduled each academic term. For more information, please visit: <https://academicaffairs.ucdavis.edu/unit-18-orientation>.

**REAPPOINTMENT INFORMATION:**

To be considered for reappointment in the academic year following the end date of this appointment, please submit a [Statement of Interest in Reappointment](https://aadocs.ucdavis.edu/your-resources/unit-18-lecturer-series/statement-of-interest-form-unit-18-lecturers.pdf) to your department chair or equivalent by the appropriate deadline. This statement (and the relevant deadlines) may be found here: <https://academicaffairs.ucdavis.edu/forms-and-checklists>.

We welcome you to the University of California, Davis, and look forward to working with you.

|  |  |
| --- | --- |
| **Employee** | **Recommendation and Approval**  |
| I accept this Appointment and the appointment terms. I certify that I have been informed of any revisions to my assignment. |  |
|  | Chair’s Signature | Date |
|  |
|  |  |
| Employee’s Signature | Date | Deans’ Signature | Date |