

February 11, 2016

Name  
Address  
Address 2  
City, State

Dear Faculty,

Upon the recommendation of the faculty of the Department and the approval of the Senior Vice President for Academic Affairs and Provost, I am pleased to offer you a position as a tenured [Choose an title in Department in the College of Name](#) at the University of Houston. The salary will be [Click here to enter salary](#). for the nine-month academic year, effective [Click here to enter a date](#). to [Click here to enter a date](#).. Your salary will be direct-deposited into your designated account on a monthly basis, with the first deposit occurring on October 1<sup>st</sup>. Please note that tenure at the University of Houston may not be granted or held if tenure is simultaneously held at another institution.

The terms of this offer are as follows:

Your responsibilities will include teaching and research, as well as service to the department, college, and university. Your teaching and other responsibilities will be assigned by the [Chair\Director\Dean of the Department\College](#). The basic teaching load in the college is [Click here to enter text hours per semester](#); however, your specific teaching assignments and loads will depend on the needs of the [Department\College](#).

In order to be granted tenure, a faculty candidate must either be a citizen of the US or have permanent residency. In order to be considered for tenure, non-tenured tenure track faculty who are not US citizens:

1. must have permanent residence by the end of the spring semester prior to the year in which the tenure review will take place, or
2. must have an approved labor certification/Form I-140 Immigrant Petition for Alien Worker approved by the U.S. Citizenship and Immigration Services (USCIS), if immigrating via sponsored employment.

The probationary period will not be extended if these requirements are not met. If the PERM labor certification/I-40 immigrant petition has been approved and the I-485 adjustment of status (green card) application is pending and is simply awaiting approval or availability of immigrant status, the faculty member may be considered for tenure. If tenure is then recommended and approved, it will not be granted until such time that permanent residence has been granted by the USCIS.

Based on the recommendation of the Department you will be appointed as the holder of the XXX Endowed Professorship in XXX with all rights and privileges afforded the position The College follows current university policy governing appointment to University professorships: Distinguished and named

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professorships at the University of Houston shall normally have a term of five years. Those who indicate that they wish to continue shall be reviewed during the fifth year. Reviews will normally be non-competitive and renewal will be based on continuing research or creative activity, teaching excellence and service to the discipline, the department, the college and the university.

To establish your research program, the University will provide [Click here to enter dollar amount](#). in start-up funds to cover equipment purchases and related infrastructure needs. These funds must be expended or encumbered by [Click here to enter a date](#).

We are pleased to offer you summer salary support for research and course development following your first two years as an Assistant Professor at the University of Houston. During Summer DATE and DATE, you will be paid two-ninths (2/9) of your nine-month academic salary. Please note, you must be in residence in the academic year following payment of summer funds to be eligible for summer funding.

The College/Department will provide reasonable moving expenses, up to \$[Click here to enter dollar amount](#) to move your household belongings. These expenses may include one trip for you and members of your household to select new housing (house-hunting). The length of the trip should not exceed one week. During that time, house-hunting expenditures such as airfare, airport parking, hotel, rental car and meals will be reimbursed to you. These expenses may also include other moving relocation expenses incurred while in transit from your previous home residence to your new job location. Moving and relocation expenses are taxable and will be reported as additional wages. Prior to your move, please contact [Click here to enter dept contact](#)., who will explain College and University guidelines on moving expenses. If you leave the University's employment within 12 months of your appointment date for reasons within your control, you will be required to reimburse the University for relocation expenses within 90 days of termination.

As part of your hiring incentive, the college will reimburse you up to of \$XXXX to offset the cost of COBRA or short-term medical insurance.

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.

This offer is contingent upon receiving original transcripts showing your terminal academic degree before you begin employment at the University of Houston.

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 **beginning the 1<sup>st</sup> 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:

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- 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/.](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.

The Office of the Provost will host an annual New Faculty Orientation in August 2017. All new full-time faculty are required to attend to assist in the transition to the University of Houston. Further details will be sent separately and will be made available online at <http://www.uh.edu/provost/faculty-resources/nfo/>.

I share the enthusiasm of my colleagues in Department of \_\_\_\_\_ and the college at the prospect of you joining us. Your participation in the academic and scholarly activities of the department will contribute to the growth and development of the college. I look forward to receiving your acceptance letter no later than \_\_\_\_\_ (date).

Sincerely,

DEAN

College of \_\_\_\_

I accept this offer of employment.

\_\_\_\_\_  
Faculty Name

\_\_\_\_\_  
Date

Attachments:

1. University Promotion and Tenure Policies
2. Section 21.08 of the UH Board of Regents Policy on Intellectual Property
3. List of Acceptable documents for verifying employment eligibility
4. Faculty Pay Option Form
5. Personal Data Sheet
6. MAPP 02.02.05 - Moving and Relocation Expenses

Please sign below to confirm receipt of the Promotion and Tenure Policies of the University of Houston, the Department of dept name and/or the College of the college name.

\_\_\_\_\_  
Faculty Name

\_\_\_\_\_  
Date