[DATE]

Name

Address

Dear \_\_\_\_\_\_\_:

Under the appointment authority of Interim President Pat Pitney, I am pleased to offer you employment as described below. This letter of appointment notifies you of some important terms and conditions of your employment. If significant changes to your individual situation occur, you will be notified in writing. Regents’ Policy and University Regulation, as amended from time to time, provide additional terms and conditions of employment applicable to all University employees. You should familiarize yourself with applicable provisions and relevant changes.

Position/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

System Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (non-represented academic administrator position)

Academic Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Term of Appointment: From ***\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_***

Position Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Percentage of Full Time: 100%

Base Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (includes any geographic differential)

Bi-weekly Installments: $\_\_\_\_\_\_\_\_\_\_ (includes any geographic differential)

Furlough Salary for FY22: $«FURLOUGH\_ANNUAL»

Furlough Bi-weekly Salary: $«FURLOUGH\_BIWEEKLY» per pay period

Benefits Eligible: Yes

**Special Conditions of Employment**

The following is a brief outline of the basic aspects of the FY22 furlough:

* You will be subject to the previously announced \_\_\_% furlough and salary reduction imposed on all officers, senior administrators, and academic administrators of the University, prorated the number of pay periods of service for FY22. **This reduction is reflected in the bi-weekly salary shown above.** This pay reduction will remain in effect for the entire fiscal year.
* Leave accruals and insurance will continue with no reductions.
* You will be credited with \_ number of furlough days which can be used at any time during the fiscal year. Pay is not further reduced when a furlough day is taken, as that reduction has already been spread out during the entire year. Furlough days apply to FY22 only; any unused days will not carry forward after June 30, 2022.

You will report to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be responsible for [*REVISE AS APPROPRIATE]* the effective administration of all academic and administrative matters at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ including but not limited to organization, planning, personnel, budget, curriculum, instruction, students, research, space and equipment. As a member of the University’s management team, you will participate in setting direction and advocating for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promoting the college as an active participant in the area’s economic development and a principal contributor in the quality of life in the community.

[***OPTIONAL FOR INTERIM***] *This is an interim position during the recruitment for a permanent \_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Upon the expiration of this appointment you will be returned to your regular, full-time position as a [RANK] \_\_\_\_\_\_\_\_\_\_\_\_ of [DISCIPLINE] \_\_\_\_\_\_\_\_\_\_\_\_ in the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Alaska \_\_\_\_\_\_, unless you have been terminated for cause pursuant to Board of Regents’ Policies and University Regulations. Upon your return to that position, your annual 9 month base salary will be your base salary prior to this appointment, $\_\_\_\_\_\_\_\_\_.*

This appointment is for a fixed term, academic administrator position with supervisory responsibilities. Unless your employment is terminated earlier in accordance with Regents’ Policy, University Regulation, and the terms of this letter, your administrative appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will continue until the end date specified above. At that point your appointment as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will end automatically without further notice or obligation on the part of the University, unless a new written employment agreement is entered into.

Assignment of administrative duties may be altered or eliminated at the discretion of the university, provided that pay required by this appointment is maintained for the remainder of the term.

This is **not** a position in a represented bargaining unit. Any disputes, including disputes relative to expiration or termination, would be subject to University Regulation

*INSERT ANY SPECIAL CONDITIONS OF EMPLOYMENT HERE – ALL REVISIONS TO THIS LETTER MUST BE APPROVED BY HUMAN RESOURCES PRIOR TO DELIVERING THIS LETTER TO THE EMPLOYEE.*

*[****OPTIONAL FALL-BACK IF NEW HIRE WILL BE EVALUATED FOR TENURE:*** *You may submit a file for evaluation for tenure as a [RANK] \_\_\_\_\_\_\_\_\_\_\_\_ of [DISCIPLINE] \_\_\_\_\_\_\_\_\_\_\_\_ in the College of \_\_\_\_\_\_\_\_\_\_ at University of Alaska\_\_, which will be your locus of tenure. If you are awarded tenure, upon the expiration or termination of this academic administrator appointment you will have the right to return to a regular, 9 month full-time represented position as tenured [RANK]\_\_\_\_\_\_\_\_\_\_\_ of [DISCIPLINE] \_\_\_\_\_\_\_\_\_\_\_\_ in the College of \_\_\_\_\_\_\_\_\_\_\_ at the University of Alaska \_\_\_\_\_\_\_\_\_\_, unless you have been terminated for cause pursuant to Board of Regents' Policies and University Regulations. Upon return to that position, your 9 month base salary would be the faculty salary you held prior to this appointment, subject to any applicable across the board or lump sum adjustments pursuant to the UNAC collective bargaining agreement. Your faculty workload will be determined in accordance with the UNAC CBA. Any right to return to a represented faculty position will expire within 30 days after notice of the expiration or termination of your appointment in this position if you fail to accept the faculty position during that time. You will not be subject to post-tenure review during this administrative assignment, nor will your administrative performance be considered in any future post-tenure review.*

*[****OPTIONAL FALL-BACK IF TENURE HAS BEEN ACHIEVED:*** *Upon the expiration or termination of this academic administrator appointment you have the right to return to a regular, 9 month full-time represented position as tenured [RANK]\_\_\_\_\_\_\_\_\_\_\_\_ in the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Alaska \_\_\_\_\_\_\_\_\_\_\_, unless you have been terminated for cause pursuant to Board of Regents' Policies and University Regulations. Upon return to that position, your 9 month base salary would be the faculty salary you held prior to this appointment, subject to any applicable across the board or lump sum adjustments pursuant to the UNAC collective bargaining agreement. Your faculty workload will be determined in accordance with the UNAC CBA. Any right to return to a represented faculty position will expire within 30 days after notice of the expiration or termination of your appointment in this position if you fail to accept the faculty position during that time. You will not be subject to post-tenure review during this administrative assignment, nor will your administrative performance be considered in any future post-tenure review.*

**General Conditions of Employment**

This appointment and other terms and conditions of your administrative employment are governed by the terms of this letter, Board of Regents' Policy, University Regulation, and applicable campus rules and procedures, as they presently exist and as they may be amended from time to time at the discretion of the University. Terms used in this agreement, including but not limited to term, etc., that have specific meanings and effects in Regents’ Policy, University Regulation and applicable campus rules and procedures, shall have those meanings and effects when used in this agreement.

This letter states the terms of and is the sole agreement between you and the University, and no other agreements, discussions or representations shall affect the University’s or your obligations under this agreement. Alterations to the terms of this letter are ineffective unless approved in writing by the hiring authority and Human Resources. Any action or claim brought upon this agreement, or relating to service pursuant to this agreement, must be brought in the State of Alaska and shall be governed by the laws of the State of Alaska. If any aspect of this contract is held to be unenforceable, it shall not operate to nullify or terminate this contract unless the portion held unenforceable is significant in terms of the agreement as a whole.

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: [www.alaska.edu/nondiscrimination](http://www.alaska.edu/nondiscrimination).

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 and Fairbanks SW:**

<http://www.uaf.edu/titleix/>

* **UAA and Anchorage SW:**

<http://www.uaa.alaska.edu/equity-and-compliance/title-ix-coordinator.cfm>

* **UAS and community campuses:**

<http://www.uas.alaska.edu/policies/titleix.html>

The University may be closed during the winter holiday season. You may be required to use accumulated annual leave, or take leave without pay for the period of time not included as paid holidays. The chancellor may grant an exception if warranted by significant programmatic considerations.

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 Outside Employment or Services, Notice of Potential Violation, Receipt of Gifts, or Interests in State Grants, Contracts, Leases or 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 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>

Please acknowledge receipt and acceptance of this position by signing and returning this letter to me within ten days, with your original signature. You may wish to retain a copy for your records.

Sincerely,

[Hiring Authority]

**I accept the position described:**

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

Employee Date

cc: UA Human Resource