

ADD YOUR CAMPUS LETTERHEAD

United Academics Appointment Letter Tenure Track

Dear [Faculty Member]:

Under the appointment authority of President Pat Pitney, and with the concurrence of Chancellor [MAU Executive] and Provost [MAU Provost], I am pleased to offer you the following position with the University of Alaska [MAU], [campus], [College/School], [Department]:

Faculty Rank/Title:	[Academic rank] of [discipline]
CIP:	[Insert Number]
Tenure Status:	Tenure Track ±Eligible for tenure
Academic Unit:	[Campus, school/college and department/program ² be specific]
Continuing Appointment:	Yes, subject to non-retention
Term of Base Appointment:	From [start date] to [end date] (this period may not exceed 9 months)
[If applicable]	
Term of Contract Extension:	From [start date] to [end date]
Position Control Number (PCN):	[#]
Employee ID Number:	[ID #]
Percentage of Full Time:	[FTE]%; [#] months (base appointment is limited to 9 months)
*Approx. Full Salary for the Period:	[\$#] (includes [%] of any geographic differential)
*Bi-weekly Installments:	[\$#] (includes [%] of any geographic differential)
Benefits Eligible:	Yes

[If applicable complete [NextGen Relocation Request Form](#) ±
Otherwise Delete section]

Relocation expenses, up to but not exceeding [\$ _____]

Location of Personnel Files

Academic Record:

[choose appropriate office of the dean/director or provost]

Employment Record:

[choose campus academic administration or UA HR office]

Workload:

Your workload will be provided under separate cover. You are expected to perform the workload determined in accordance with the Collective Bargaining Agreement (Agreement) and consistent with the terms of this appointment.

remaining twelve days off shall be used when classes are not in session or as specifically approved in advance and in writing by the dean or director, or designee. Time off for appointments at less than full time shall be pro-rated accordingly. Request of rat