

## MODEL APPOINTMENT LETTER ASSISTANT PROFESSOR STEP IV AND ABOVE AND ACTING PROFESSOR STEP III AND ABOVE

The following is a sample appointment letter of solicitation of extramural referees for an ADVANCEMENT TO PROFESSOR ABOVE-SCALE (Distinguished Professor) review.

[Date]

[Full Name]

[Address 1]

[Address 2]

Dear Dr. [Last Name]:

Acting under authority delegated by the Regents, the President of the University of California and the Chancellor, I am pleased to approve your appointment as [Rank, Step, O/S] in the [Department/s of], within the [College/s of], effective [Start Date]. Your visit to the campus generated a lot of excitement. We are extremely enthusiastic about the talent and perspective you will bring to UCR.

Your total salary will be [\$XXX,XXX] (fulltime, academic [9/12] or fiscal [11/12] year basis with base and off-scale indicated), subject to deductions required by applicable laws and regulations. The off-scale portion of your salary will be maintained as long as satisfactory academic progress is made. Additionally, the off-scale will be maintained subject to market adjustments to the UC salary scale. Although rarely exercised, you should be formally notified that the President of the University and the Chancellor have the authority to change the balance between base and off-scale when there is a system wide market adjustment to the scale. For more information on UCR's off-scale policy see the attached document, Policy on Off-Scale Salaries for Appointees and Merit/Promotion/Retention Actions dated January 19, 2016 (<http://academicpersonnel.ucr.edu/compensation/OffScalePolicy.pdf>).

[For 9/12 (academic year) appointments, add language:]

Your academic year appointment (9/12) provides that your pay for nine months of service is distributed over twelve months. For a more detailed explanation, please refer to APM 600, Salary Administration and the attached Vice Provost for Academic Personnel memorandum "Service Periods vs. Pay Periods" <http://academicpersonnel.ucr.edu/compensation/ServicePeriodvsPayPeriod.pdf>

[For Assistant Professors add language in bold:]

**Initial appointment and reappointment of Assistant Professors are officially made for a maximum term of two years each. Tenure track appointments, however, are normally renewed until the mandatory review for tenure, which must occur during the seventh year of service. Administrative decisions regarding reappointment and/or promotion to tenure will depend upon evaluations and recommendations from the department, the Dean and faculty review committees, and may be affected by fiscal and programmatic considerations. Further regulations pertinent to your appointment and advancement are available through your department chairperson.**

[For Acting Assistant Professors add language in bold:]

**Your Acting appointment begins <Start Date> and ends [End Date (one year per APM 235-17)] unless you have received the Ph.D degree prior to that time. Once all requirements for the Ph.D. have been fulfilled and proof of completion provided, you will be appointed to regular rank and the "acting" prefix will be removed. It is important that you be aware that the Acting portion of your appointment counts towards time in rank for the probationary period.**

I should also point out that the annual appointment as Acting Assistant Professor is self-terminating. This does not in any way limit the department in recommending reappointment, but such a recommendation would be considered a new appointment and would depend upon positive recommendations from the department, faculty review committees and the Dean, and continued availability of funds. The total period of service as Acting Assistant Professor is limited to two years.

[For appointees hired in a college/school with a concurrent program, or two or more departments, add language below –language may vary by circumstance. Language in **bold** must be included.]

You are hired with your primary appointment in the [Enter Department Name] Department to provide teaching, research, and service not only to this department, but also to the [Y department or Z program. Enter teaching and service load as proportions.] You should be aware that appointment to more than one department or a department and a program (or similar) means faculty in the second department or program will be participants in any academic personnel action you undergo.

The University of California Faculty Handbook offers an introduction to the University of California and can be accessed at <http://www.ucop.edu/academic-personnelprograms/programs-and-initiatives/faculty-resources-advancement/faculty-handbook.html>. The University of California Academic Personnel Manual (APM) has governing policies regarding your appointment, and can be accessed at: <http://www.ucop.edu/academicpersonnel-programs/academic-personnel-policy/>. In addition, you are strongly encouraged to become familiar with [APM 025, Conflict of Commitment and Outside Activities of Faculty Members](#) and [APM 220, Appointment and Promotion, Professor Series](#).

The University of California offers a comprehensive and competitive benefits package. These benefits are an important part of your total compensation. Information on UC benefits is available at: <http://ucnet.universityofcalifornia.edu/forms/pdf/complete-health-benefitsguide-for-employees.pdf> or <http://hr.ucr.edu/benefits.html>. You may also contact your Department Benefits Representative, [Name/Phone/Email Address] or the Benefits Office at [benefits@ucr.edu](mailto:benefits@ucr.edu) or (951) 827-1434 for more information.

The University will provide you with the following:

[Insert Start-Up Funding here (formerly Initial Complement) (use if applicable; however, language in **bold** must be included if there is start-up funding)] [Include Summer Salary information if applicable]  
**Beginning the effective date of your appointment, start-up funding in the amount of [\$amount] will be made available to you to draw-down over the first six active years of your employment at UCR.** This funding may be used for such items as equipment purchases, approved lab renovations, supplies, research travel, academic and staff personnel costs (including benefits) and other miscellaneous agreed upon items, as outlined in your initial needs list. **All expenditures of these funds must be in accordance with University policies, guidelines, and restrictions. Any unexpended start-up funds will be recovered by the University at the end of the six-year period.**

Upon appointment, the University will recommend eligibility status for you to apply for a faculty home loan under the University's Mortgage Origination Program (MOP) for you and your dependents to relocate to the Riverside area. You can access up-to-date information regarding this program at <http://www.ucop.edu/loan-programs/loan-programs/mortgageorigination-program.html>, or you can contact Marianne Valenti via email at [marianne.valenti@ucr.edu](mailto:marianne.valenti@ucr.edu) or by phone at (951) 827-3322 for specific questions and qualifying amounts and time limits on this eligibility status.

The University will pay the allowable expenses for removal of household goods and professional items (library, laboratory, office materials) to the Riverside area. The University will reimburse expenses incurred in moving your dependents to the Riverside area via air coach, automobile, or other means of transportation, up to the equivalent of the most economical air coach fare. The Department will arrange for the hire of a moving company when you have determined the time and place of your move. [Please see the brochure "Family and Household Move Information for New Academic Appointees" <http://academicpersonnel.ucr.edu/appointment/NewAppointeeBrochure.pdf> which defines allowable items and specific policies and procedures governing removal expenses paid by the University.] This program

adheres to the Internal Revenue Service (IRS) regulations for nontaxable and taxable moving expenses. For more information, please refer to [Campus Policy 650-31](#) and [IRS Publication 521, Moving Expenses](#). You are also encouraged to consult with your personal tax advisor.

All appointments are contingent upon the appointee being able to provide, in accord with Federal law, evidence of authorization to work in the United States. If you are not a permanent resident or U.S citizen, UC Riverside will assist you in obtaining a nonimmigrant visa for employment at UCR. In order to initiate the visa process, please contact the International Scholar Center via email at [kimberly.gentile@ucr.edu](mailto:kimberly.gentile@ucr.edu) or by phone at (951) 827-4986. Also, the College of [insert name of college/s] will provide up to \$8000 for legal permanent resident sponsorship for documented costs incurred in connection with your position. This amount may not be utilized for any other purpose.

**If the terms and conditions of this appointment as specified above are agreeable to you, please sign and return the enclosed copy of this letter. This offer will expire if I have not received your written acceptance by [DUE DATE].**

I wish to welcome you to the University of California and I believe that you will find your work with us challenging and rewarding.

Sincerely,

[See Delegation of Authority]

Paul D'Anieri  
Provost and Executive Vice Chancellor  
Or  
Ameae Walker  
Vice Provost for Academic Personnel

Enclosures:

Service Period vs. Pay Period for 9/12 appointees only

Policy on Off-Scale Salaries for Appointees and Merit/Promotion/Retention Actions dated January 19, 2016 for appointees with off-scale salary only.

ACCEPTED BY:

Dr. [FULL NAME]

[Date]

Cc: [College Dean/s]

[Department Chair/s]

Office of Faculty and Staff Affirmative Action

Academic Senate Office

Academic Personnel Office

Marianne Valenti, Office of Real Estate Services

Kimberly Gentile, International Scholar Center

Matt Hull, Financial Planning and Analysis attachment: Attachment E-8