Date

Applicant Name

Street Address

City, State Zip Code

Dear Applicant Name:

We are pleased to offer you the position of Official Title (with the working title of Working Title) in the Department of department name beginning on effective date. This will be a full or part-time, FTE/percent time % appointment. Your initial appointment as a probationary faculty member is for three years (ending May xx, 2xxx) and is renewable. Your salary for 2xxx-2xxx will be $XX,XXX on a nine-month basis.

This offer of employment is conditional pending the results of a criminal background check.  If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

Faculty appointments are governed by the UW-Madison Faculty Policies and Procedures (FP&P). The rules and regulations which address faculty appointments are described in Chapter 7 of the document (copy attached). *Because you have had no prior service, you are eligible for the maximum probationary appointment*. Your initial three-year appointment may be renewed, however, a probationary faculty member may not serve more than seven years. Thus, before the end of your sixth year, tenure consideration will occur according to the standard procedures for action on probationary appointments (FP&P 7.06, 7.07. 7.14, 7.15).

Attached you will find a description of the Department of department name's procedures for the guidance and annual evaluation of probationary faculty members. Professor professor name has the primary responsibility of providing you with guidance during your probationary period. In addition, an oversight committee will be established to provide you with an annual evaluation. These procedures have been adopted to assist probationary faculty so I hope you will take full advantage of these resources.

Academic year salaries are paid in nine equal installments on the first of each month from October to June. Academic year appointees, whether full or part-time, do not earn vacation and are expected to work during the appointment period except for days specifically listed as paid holidays.

The normal teaching load in our Department is four courses during the academic year, two in one semester and two in the other. Faculty are expected to teach in both graduate and undergraduate programs and in addition to direct independent studies and/or conference courses.

The following commitments are being made to assist you in initiating your research program: $xxxxxxx for equipment, salary support for a research assistant (graduate student) for 2 years with $5,000/year supplies (a Hatch project awarded subject to submission of an acceptable proposal), and salary support for a second graduate student for a year. In addition the Department covers phone rental, voice mail and local call expenses for all faculty. We will cover all long distance call expenses from department gift funds during your first two years of appointment.

The Department and College will also be able to reimburse you for up to $xxxx of your moving expenses and temporary lodging reimbursement (State of Wisconsin regulations require a pre-approved estimate for reimbursement of moving expenses). Room xxxx in the xxxxxxx building will be assigned as office space. It has been the history of our building to jointly share research laboratory space and equipment.

You will be eligible to apply for additional research funding, including summer research support, in the annual internal competitions arranged by the Graduate School. For additional information, you may wish to consult the Graduate School’s website: <http://www.wisc.edu/grad/>. Faculty who are successful in winning grants can make use of grant funding for salary support during the summer, and there are also opportunities to teach during the Summer Sessions here at the University.

The members of the department name Department believe that Wisconsin provides an excellent environment for your scholarly career, and that your presence here would enrich our intellectual community. We all are enthusiastic about the prospect that you will join us, and we hope that you decide to accept this offer, which will remain in effect until date. Please respond in writing by that date.

Please refer to the Letter of Offer Attachment for additional terms of employment and information of which you need to be aware. By beginning your appointment/employment at the University, you agree to be bound by the terms of employment contained in this Letter and the Letter of Offer Attachment. Your employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Please note that Section 1 of the Form I 9 must be completed electronically on or before your date of hire. Also see I9 Contact Name in the departmental office within three days to complete the I-9 form. Please refer to the attachment which lists the documents you may use.

Important benefit information is available on the Office of Human Resources/Payroll and Benefits Services website at <http://www.ohr.wisc.edu/benefits/docs/new-employee-packet.pdf>. Many University benefits have strict time limits, so you must see Benefits Contact Name in the departmental office as soon as possible to discuss your benefit options. Failure to do so could result in the loss of important benefits.

All employees must follow the Code of Ethics and annually are asked to report their outside activities.

The UW Madison Policy on Sexual Harassment and Sexual Violence prohibits acts of sexual harassment and sexual violence (including sexual assault, dating violence, domestic violence, and stalking) in all programs and activities of the University: <https://compliance.wisc.edu/titleix/campus-policies/>. All employees, regardless of classification, must complete the campus training related to this policy. This online training can be found at the following website (Preventing Sexual Harassment and Sexual Violence at UW-Madison) and should be completed within the first 30 days of employment. Please note you will need your campus netID in order to register for the training.

It is the policy of University of Wisconsin-Madison to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact the Division Disability Representative (DDR), teri engelke at [teri.engelke@education.wisc.edu](mailto:teri.engelke@education.wisc.edu).

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at: <http://www.oed.wisc.edu>.

I look forward to working with you. Please do not hesitate to call me if you have any questions about your appointment.

Sincerely,

Ref: PVL #

Attachments: Letter of Offer Attachment

Faculty Policies and Procedures

Cc: Diana Hess, Dean

Melissa Amos-Landgraf, Associate Dean for Administrator

Associate Dean for (Area)

Robert Mathieu, WCER Director

teri engelke, Assistant Dean for Human Resources

Secretary of Faculty

Department Administrator/Human Resources

*(others as appropriate)*