**Terms of Employment**

**(If candidate is 9 month faculty)**

1. As a full-time exempt employee of UAH, you will be entitled to the following benefits: membership in the State Teachers’ Retirement System, voluntary participation in the 403(b) retirement plan with matching funds available from the University, voluntary participation in the Deferred Compensation Program, medical, dental, and vision insurance, group disability insurance, group life insurance, social security, and tuition assistance. Please note that fringe benefits and personnel policies are subject to change as deemed necessary by the University. For more details about our benefits packages, please visit our website at <http://www.uah.edu/hr>. Any questions you may have concerning these matters should be directed to Sandra Parton, Director of Benefits and Training, at 256-824-6641.
2. **(If candidate is 12 month administrative faculty)**As a full-time exempt employee of The University of Alabama in Huntsville, you will be entitled to the following benefits:  membership in the State Teachers' Retirement System (compulsory), voluntary participation in the 403(b) retirement plan with matching funds available from the University, voluntary participation in the Deferred Compensation Program, group medical and disability insurance, group life insurance, social security, holidays, sick leave, tuition assistance, and 22 days (accrued at the rate of 4.00 hours per pay period) of paid vacation leave per year.  Please note that fringe benefits and personnel policies are subject to change as deemed necessary by the University.  For more details about our benefits package, please visit our web site at [http://www.uah.edu/admin/HR/benefits/benefits.php](http://www.uah.edu/admin/HR/benefits/benefits.php%22%20%5Ct%20%22_blank).  Please contact the Benefits Office at 824-6640 about enrolling in the additional benefits for which you are eligible.

**Required**

1. This offer is contingent upon the verification of the award of your terminal degree, or acceptable progress toward degree completion, as documented by the receipt of an official transcript from the Registrar of your degree institution to the Office of the Dean, [College], at UAH. In the event that any willful misrepresentation occurs concerning academic credentials, required licenses, or certification, publication, or previous work experience, your appointment may be terminated.

**(If candidate is currently completing PhD)**

1. The appointment at this rank and salary is contingent upon your completion and verification of all requirements for your [Ph.D./Master’s] degree prior to the starting date of the appointment. If all requirements for the degree are not completed by [Date], your offer of appointment will instead be at the rank of Instructor, (non-tenure-track) for a term ending [Date] and your salary will be [Reduced Salary]. If you complete the requirements for your [Ph.D./MFA] degree during the fall semester of [Year], you will be eligible for appointment at the rank of Assistant Professor effective January 1, [Year], with an appropriate adjustment in salary. Similarly, if you complete the requirements for your [Ph.D./MFA] degree during the spring semester of [Year], you will be eligible for appointment at the rank of Assistant Professor effective for fall semester beginning in August [Year], with an appropriate adjusted salary of [Salary]. If you have not completed your degree by the beginning of the next year’s fall semester [Year] after your initial appointment, your appointment will be terminated.

**Required**
2. Faculty may secure research funding to compensate themselves in the summer. Based on the present 37-week academic year, it is possible to earn up to 40.5% (15 weeks) of your academic year salary during the summer. In addition you are entitled to incentives on research buyout during the academic year. In order to qualify for the full amount of summer research funding and research incentive you should ask [Department Chair] about the relevant policies and follow them. The salaries and schedules described here are based on current University practice and may be changed. If so, you will be notified. Faculty members are permitted to engage in consulting activities up to a maximum of 36 hours per month, non-cumulative, above and beyond the time required to fulfill their primary responsibilities to the University.

**Required**

1. Included with this offer is the UAH Patent Agreement, which must be signed and returned with your acceptance.

**Required**

1. If you are a non-U.S. citizen, this offer is contingent upon the following conditions: Upon acceptance of this offer, you must work with the UAH Office of International Engagement (OIE) to provide documents required by U.S. immigration law; with the assistance of OIE, you must obtain approval from U.S. Citizenship and Immigration Services to be employed by UAH in an appropriate immigration classification prior to the starting date of your appointment; and you must be report/be present at the start date listed in the offer letter or have made other arrangements with the Dean of the College. Failure to report or make other arrangements may result in termination of the offer. UAH cannot be responsible for your failure to comply with U.S. immigration laws, nor can we be held liable for limitations set forth in the U.S. Immigration and Nationality Act.
2. **(If salary is above $75,000)**

The Alabama Ethics Law requires certain public employees to complete an online educational ethics review within 90 days of their date of hire.  To comply with this requirement, you must complete the online review no later than [90 days from hire date]. The educational review is 55 minutes in length and may be accessed through the State of Alabama Ethics Commission’s website at [www.ethics.alabama.gov](http://www.ethics.alabama.gov/). Upon completion of the training, print your Certificate of Completion and send a copy to Vonda Maclin in Human Resources at vom0001@uah.edu or fax it to her at (256) 824-6908.

**Required**

1. This offer of employment is contingent upon your satisfaction of the employment eligibility requirements established by federal immigration law. All new employees are required to attend an orientation session. Orientation Sessions are held in 127 Shelbie King Hall. Please contact Sandra Parton in Human Resources at 256-824-6641 to schedule your orientation session. Prior to orientation, please complete the necessary forms by downloading them from <http://www.uah.edu/hr/onboarding/staff-new-hires> and bring the completed forms to your session. You must return your completed I-9 form and accompanying original documents to Human Resources no later than your first day of employment. In addition, you will need to complete an Employee Profile Form in order to receive a campus email account. Please access the form at the website indicated above and send it to Vonda Maclin at Vonda.Maclin@uah.edu.

The University is committed to equal opportunity in employment and education. Pursuant to that commitment, the University does not unlawfully discriminate in any program or activity on the basis of race, color, national origin, religion, sex (including marital or parental status), pregnancy, sexual orientation, age, disability, citizenship, genetic information, or status as a disabled veteran, Armed Forces service medal veteran, recently separated veteran, or any other protected veteran (a “covered veteran”). Additionally, it maintains an affirmative action program for protected minorities, women, qualified individuals with a disability, and covered veterans.

UAH conducts background checks on new employees. This offer of employment is contingent upon receipt of a satisfactory background check. A Background Check Release Form will be sent to you. You must grant permission to Human Resources to conduct the Background Check.

In accepting this offer, I agree to all terms and conditions of employment as stated herein.

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Signature Date