[Date]



Office of the Provost

[Candidate Name]

[Candidate Address]

Dear [Candidate]:

I am pleased to confirm your appointment in the Department of [Department Name] as [Lecturer/Rank] at a [X]-month salary of [Salary Amount] effective [Date].

This appointment will be effective for the period of [Month, Day, Year] to [Month, Day, Year]. The reappointment will follow the reappointment guidelines as stated in the *UAH Faculty Handbook*. This position may be renewed subject to satisfactory annual performance evaluations and continued availability of funding. Satisfactory performance and professional conduct are expected throughout the academic year.  Failure to demonstrate satisfactory performance and conduct during this timeframe may result in sanctions in accordance with the UAH Faculty Handbook Chapter 7 Section 7.14 “Disciplinary Policies and Procedures.” This is a non-tenure track appointment and is not eligible for tenure, nor does any of the time that is spent in a non-tenure track position count toward the probationary period for tenure.

This appointment and all subsequent appointments shall be subject and governed by the applicable policies and regulations of The Board of Trustees of The University of Alabama and The University of Alabama in Huntsville, including those now in effect and those amended or newly adopted during the term of any such appointment. Such policies and regulations shall constitute conditions of your employment.

Your job duties and the expectations for your performance are given below. The [Chair/Dean] will discuss these expectations and duties with you. The specifics of the duties are subject to change as the needs of the college change. The departmental/college and university criteria establish requirements in the areas of teaching and scholarly activities, and service as stated in the next paragraph.

Non tenure-track faculty members in the College of [College] are expected to teach at least [X] courses per academic year. At this point in the life of our university, it is imperative that we faculty focus on student success, retention, and graduation rate. As a faculty member, you are expected to be proactive in helping our students learn and succeed. You are expected to use Canvas, our Learning Management System, in your courses which will enhance student learning and success and to teach at the time and in the course modality assigned by your department chair.

Below is specific information regarding your compensation, benefits, and startup package.

1. **Compensation**. Your academic year salary will be [salary] and will be paid in bi-weekly installments according to the current university policy. Summer employment at UAH is not guaranteed. Your first compensation check will be issued around [Date].
2. ***[If Applicable]* Moving Expenses**. Moving expenses related to relocating your ordinary household goods from <<city, state>> to Huntsville, Alabama will be paid by the University, up to $XXXX. These expenses will be taxed according to Internal Revenue Service and State of Alabama standards. Reimbursement for moving expenses will occur after your first day of employment. Please note, the University has pre-negotiated rates and payment arrangements with several moving companies.  Please engage one of these companies (see attached list).  For questions and/or additional assistance, please contact UAH Procurement Services at 256-824-2552.

[Congratulatory Paragraph]

Please sign your acceptance of this position and return [Date].

Sincerely,

Dean’s Name

Dean of the College of [College Name]

Dr. Christine W. Curtis

Provost and Executive Vice President for Academic Affairs

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

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Signature Date

**Addendum - Moving Companies**

**Allied Van Lines** **- Siracusa Moving & Storage**

Yolanta Zajaczkowski, 1-860-259-0218 - orders@siracusamoving.com

CNR-01259

RFP Number: 682165

**Mayflower**

1-800-845-6327

**​**CNR-01257​

RFP Number: 683077

**North American Van Lines**

1-800-994-1773, eandi@1freeman.com

CNR-01259

RFP Number: 683077

**United Van Lines - Armstrong Relocation**

Laura Larue 1-256-258-2214, Laura.Larue@goarmstrong.com

Brad Murphy 1-256-258-2204, BMurphy@goarmstrong.com

CNR-01267