

SAMPLE OFFER LETTER

REGULAR RESEARCH POSITIONS

You may add additional language to customize this letter for your area needs but any substantive changes should be discussed in advance with the Office of the Vice President for Research or the Office of the Executive Vice-President and Provost.

<insert date>

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Dear <insert candidate's name>:

I am pleased to offer you a position as a <insert job title> in the <insert institute/bureau/lab/department/school/college name> at The University of Texas at Austin. Your assignment will be effective <insert start date> *include the following if the job posting included an end date.* and is expected to continue through <insert end date>. Your assignment will be at <insert percent time> with a full-time annual rate of <insert rate>.

Include the following paragraph if the position is ongoing and expected to continue beyond the fiscal year of the initial assignment. Do not insert if there is a known assignment end date stated in the first paragraph.

In accordance with the provisions of Handbook of Operating Procedures 5-1230, and consistent with all other administrative and professional non-faculty staff at the university, your assignment will be reviewed for renewal at the end of each fiscal year at which time you will be considered for reappointment to a succeeding one year term.

In this position you will report directly to <insert name of PI or other supervisor> and your primary research area will be <insert applicable description that may included specific duties, responsibilities, and if there is an expectation that employee will generate research funds>. *Include the following for Research Scientist, Senior Research Scientist, Research Engineer and Senior Research Engineer.* You are also responsible for submitting an Annual Summary of Activity Report at the end of each academic year and for forwarding the original report to the Vice President for Research.

All staff, faculty and administrators are subject to the relevant provisions of the *Rules and Regulations* of the Board of Regents and the *Handbook of Operating Procedures* of The University of Texas at Austin and to applicable state and federal law. Specifically, this position is subject to the policy and procedures related to professional research and administrative and professional positions. The salary figure above is subject to all deductions required by federal and state law and, if permitted by law, such other deductions as you may authorize.

Include the following paragraph on moving expenses where relevant:

The <insert unit name> will reimburse you for the actual expenses of moving your family and household goods on a documented basis up to a maximum of \$ <insert amount>. Expenses that meet the criteria set forth in IRS Publication 521 (<http://www.irs.gov/publications/p521/index.html>) are non-taxable. We can also assist you in accessing the relocation services offered by Human Resource Services. Please let us know if you are interested in pursuing this option.

• Include the following paragraph for NEW benefits-eligible employees.

- *Omit the benefits paragraph if the candidate is a continuing benefits-eligible employee.*
- *Omit the benefits paragraph if the assignment does not meet the definition of benefits eligibility (i.e. 20 hours per week for 135 days (4-1/2 months))*

You will be entitled to all employee benefits authorized by the state legislature. Human Resource Services will provide you with full information on available University services and resources at the New Employee Welcome/Orientation, which you should attend as soon as possible upon your arrival. As a new employee you have 31 calendar days from the initial date of your appointment <insert expected start date> to enroll for insurance coverage.

Include the following paragraph when all pre-employment screening requirements apply (i.e., candidate is NEW to UT):

This offer is contingent upon satisfactory completion of all pre-employment screening requirements. These include the following:

- (1) Completion of the I-9, Employment Eligibility Verification form and provision of required documentation within three working days of the start date of your assignment. This documentation is required by the Federal Immigration Reform and Control Act to verify employment eligibility to work in the United States and will be handled upon your arrival.
- (2) A background check as required by institutional policy for newly appointed staff. For this purpose, you will receive an email with instructions for accessing the Background Check Administration system to provide the necessary information for conducting the background check.

We are enthusiastic about your proposed employment and look forward to having you as a member of the research program. Please indicate your acceptance of this offer by signing the original of this letter and returning it to me. The copy should be retained for your records.

Sincerely,

<insert name>

<insert title>

cc: <insert names>

I accept this offer of employment and I attest that the credentials reflected in the curriculum vitae submitted with my application are correct:

<insert candidate's name>

Date: _____