



Office of the Dean  
COLLEGE NAME  
Akron, OH 44325  
330-972-XXXX Office

DATE, 2019

Mr./Mrs./Ms. XXXXXXXXXXXXX  
Street Address  
City, State, Zip  
Email

Dear Mr. XXXXXXXXXXXX:

On behalf of the faculty of the SCHOOL/DEPT XXXXX and the COLLEGE NAME, and subject to approval by the Board of Trustees or by the President or the President's designee, if applicable, it is our pleasure to renew your offer of employment as a non-tenure track RANK for the SPRING/FALL YR semester beginning DATE, and ENDING DATE IF APPLICABLE. This is a non-tenure track, XX-year fixed-term renewable position with a nine-month academic year salary of \$XX,XXX.XX.

Your duties as RANK in the School of XXXXX will consist primarily of teaching XXXXX, and providing some service to students and the School of XXXXX. Dr. XXXXX, Chair/Director of the School of XXXXX, will identify your specific work responsibilities, consistent with University and College workload policies. You are also expected to keep office hours and advise/assist students enrolled in your classes and students seeking help outside of the classroom. You are also expected to be a good colleague and make service contributions to the School, the University and the community at large.

#### PARAGRAPH ON EXPECTATIONS

As a full-time faculty member, you may be assigned to teach courses in the day or evening, on weekends, or in various distance education modalities. The University provides support and training for faculty teaching with technology, including a learning management system. In addition, as a full-time State of Ohio employee, you will be required to seek pre-approval for any activities outside the University which may pose a conflict of interest or conflict of commitment, especially if the activities would result in compensation to you directly or indirectly.

Your salary will be subject to mandatory deductions of federal, state, and city taxes as well as a Federal Medicare tax. As a University employee, you will have options to participate in the State Teachers Retirement System (STRS) or a State approved Alternative Retirement Program (ARP). You are also eligible for health benefits coverage which becomes effective the first day of the month following your appointment date and upon completion of enrollment applications with our Department of Human Resources. If you would like to obtain information on the retirement investment and health benefits programs, please contact the University's Benefits Administration Office (330-972-7090) and they will make this information available to you.

You are entitled to enroll in the University's Group Insurance Program. Your benefit coverage will be effective on the first day of the month following your appointment date. If you have any questions regarding benefits information, contact Benefits Administration at (330) 972-7090. Additional information relating to faculty privileges and benefits is available for viewing at: <http://www.uakron.edu/ogc/UniversityRules>.

Non-administrative faculty at The University of Akron are represented by the AAUP-Akron Chapter. You are not required to join AAUP, however, if you decide to become a member of AAUP-Akron Chapter, the agreement provides that chapter dues will be deducted from the member's pay.

All University of Akron employees whose duties include some involvement with The University of Akron's intercollegiate athletics program are required to comply with all relevant NCAA Bylaws in performing their work.

The Immigration Reform and Control Act of 1986 and policies instituted by the Ohio Department of Homeland Security require all employers to verify the employment eligibility and identity of all new employees. Completion of I-9 is required. Please review this information and present this document to the department chair prior to your appointment date. Instructions for their completion can be obtained at: <http://www.uscis.gov/files/form/i-9.pdf>

The Social Security Protection Act of 2004 requires State Government employers to provide a statement (Form SSA-1945) to employees explaining how a pension from your new position could affect future Social Security benefits. Please review, complete, sign, and return the SSA form with your signed acceptance of this offer. SSA-1945 can be accessed at: <http://www.uakron.edu/hr/forms-directory>

All new employees are required to attend the mandatory Sexual Harassment and Other Forms of Discrimination Prevention Training. Please contact Equal Employment Opportunity (EEO) at [eeocompliance@uakron.edu](mailto:eeocompliance@uakron.edu). At the time this appointment commences, new employees must provide a current and dated curriculum vitae to Dean, Office of Academic Affairs and Human Resources.

If you are not presently authorized to work at The University of Akron, it is important that you inform our department of any special circumstances or concerns as soon as possible. Our department must make the first contact with Human Resources before you can receive assistance. Human Resources at [eis@uakron.edu](mailto:eis@uakron.edu), will collaborate with the Office of General Counsel by initiating and the assisting with the visa processing. While our department will provide Human Resources all necessary employment documentation to support a visa petition, we must rely on you to timely provide your personal information. If your date of hire is more than six months from the date of this letter of offer and you do not provide your personal information to Human Resources at least six months prior to your scheduled starting date, then we reserve the right to rescind this offer of employment.

This appointment is subject to and incorporates by reference all applicable state and federal laws and all rules of The University of Akron as adopted and from time to time hereafter amended by the Board of Trustees, including but not limited to those rules set forth in Section 3359 of the Ohio Administrative Code and the Bylaws, Rules, Regulations, and Resolutions of the Board of Trustees, or adopted pursuant to rule-making authority delegated by the Board of Trustees. Those rules which are filed with the Secretary of State may be located at <http://www.uakron.edu/ogc>.

All University of Akron employees are required to comply with applicable provisions of Ohio's ethics laws affecting public employees. Current copies of these laws may be obtained from the Office of General Counsel. Additionally, University employees are required to complete and submit annual conflict of interest and conflict of commitment disclosure forms as well as comply with specific disclosure requirements for certain outside activities involving compensation to the employee from an external source. Violations of ethics laws or failure to comply with policies or annual and specific reporting requirements addressing conflict of interest and conflict of commitment issues may subject an employee to disciplinary action up to and including termination, as well as expose the employee to criminal violations under Ohio law. Employees should refer to Rule 3359-11-17 to receive full information concerning reporting and disclosure requirements and policies regarding conflicts of interest and conflicts of commitment.

From time to time during the term of appointment, the University may, upon recommendation of the President and approval of the Board of Trustees or authorized designee, authorize assignments, reassignments or other changes in an individual's duties or responsibilities, including but not limited to teaching or administrative assignments which shall be in addition to the individual's primary responsibilities to the University; and, in such instances, the individual may receive additional stipends or salary in connection with the performance of such additional responsibilities.

Please indicate your acceptance of this position, subject to approval by the Board of Trustees or by the President or the President's designee, by signing and returning this letter by DATE. Please contact us if you have any questions.

Sincerely,

CHAIR/DIRECTOR  
TITLE/COLLEGE

DEAN  
COLLEGE

My signature below indicates that I accept this position as noted above. I understand that this offer of employment is contingent upon the verification of my credentials, my production of appropriate evidence of work authorization for the entire period of intended employment, and the satisfactory completion of a criminal background check. I understand that services are to be rendered in accordance with the policies established by The University's Board of Trustees.

---

Mr./Mrs./Ms. XXXXXXXXX

---

Date

cc: DEAN