Date

Name

Employee ID

Title

Department/Unit

Address

Dear \_\_\_\_\_\_\_\_\_,

I am pleased to confirm your reappointment as a <title> in the <department> of the University of Missouri-Kansas City (UMKC) <School or College name>, effective <date> through <date>. This will continue to be a full-time, 100% FTE, benefit-eligible <nine or twelve>-month, non-tenure track, non-regular ranked academic appointment at a<n> <annual, monthly> salary of $<amount>. This offer of reappointment supersedes the prior notice of non-renewal dated <date>. *This line should be removed from the letter if not applicable>.*

You will continue in your at-will administrative role as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ with a monthly stipend of $\_\_\_\_\_\_\_\_\_\_ for as long as you serve as \_\_\_\_\_\_\_\_\_\_\_\_\_\_. In the event you should cease to be the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the monthly stipend will cease reciprocally in the same month and your base faculty salary will be your total compensation thereafter. *This paragraph should be removed from the letter if not applicable>.*

You will continue to report to <name, title>. Faculty workload is determined by the department chair and approved by the dean relative to [Collected Rules and Regulations, Chapter 310.035](https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.035_non-tenure_track_faculty)[[1]](#footnote-1) and CRR 310.015[[2]](#footnote-2). Your workload for the 2022-2023 academic year will be:

 Fall 2022

* Teach \_\_ /\_\_ credit courses with sufficient enrollment per university guidelines
* {List service expectation[s]} or {Service as assigned by the department chair}

 Spring 2023

* Teach \_\_ /\_\_ credit courses with sufficient enrollment per university guidelines
* {List service expectation[s]} or {Service as assigned by the department chair}

Summer 2023 [only for 12-month faculty]

* Teach \_\_ /\_\_ credit courses with sufficient enrollment per university guidelines
* {List service expectation[s]} or {Service as assigned by the department chair}

***OR***

Your workload for the 2022-2023 academic year will be as agreed with your department chair and recorded in your 2021-2022 annual evaluation in the UMKC myVITA database.

Reappointment will be contingent upon Department need, funding availability, and your successful job performance based upon annual employment evaluations. It is understood this is a 1-year contract and adequate notice of the ending this appointment is being provided by this letter pursuant to CRR 350.051.C.2.(c) and CRR 310.035. Should this appointment not be renewed, it is not eligible for Transition Assistance Pay. Should your services be needed in the future, a new contract will be issued at that time.

We anticipate courses to be delivered as arranged. Due to circumstances of weather, community health concerns, or other emergency, UMKC faculty may be requested to prepare courses for online learning, as practical to the material, and be prepared to deliver courses remotely in case it becomes necessary to suspend in-person instruction. For updates and additional information relative to campus alternative operation and requirements specific to the UMKC campus, please access [UMKC Alert](https://www.umkc.edu/umkcalert/default.asp).

The University of Missouri is committed to maintaining a healthy, safe, discrimination and

harassment-free work and learning environment for all students, staff, and faculty. In keeping with that commitment, and in an effort to ensure that every employee understands the role they play in enhancing a culture of respect and care, employees are required to complete the following

mandatory trainings annually:

* Building a Foundation: Discrimination Prevention and Title IX
* Campus Emergency Alert Training
* Global Cybersecurity Basics – Information Security Awareness

Mandatory trainings can be accessed through <https://umsystem.percipio.com/>.

Current university policies relative to academic appointments are found at:

* <https://www.umsystem.edu/ums/rules/collected_rules/fullindex#equal_employment_educational_opportunity>;
* <https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.035_non-tenure_track_faculty> ;
* <https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch320>;
* [http://www.umsystem.edu/ums/departments/gc/rules/bylaws/310/035.shtml](https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310); and
* <https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330>.
* <https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330/330.110_standards_of_faculty_conduct>.

Please be aware that on December 7, 2021 enforcement of Executive Order 14042, the federal vaccine mandate for federal contractors, was blocked by a federal court order pending further litigation. At that time, HR-703 Federal COVID-19 Vaccination Mandate for all employees was suspended. Future changes to university COVID-19 policies requiring academic and staff employees to follow vaccination, masking, and/or other mandates will be communicated through standard university methods.

We thank you for your service and continued commitment to UMKC.

Sincerely,

Name

Dean

Cc: Chair

Human Resources Business Partner/Facilitator

 Fiscal Officer

**Acceptance of Offer:** *By signature, I accept and agree to employment with the University on the terms stated in this letter. I understand and agree that my employment is subject to the rules, orders and regulations of the University of Missouri System.*

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Name, [PhD, MS, credential title] Date

Title, Department, Unit

1. <https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.035_non-tenure_track_faculty> [↑](#footnote-ref-1)
2. <https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.015_procedures_for_review_of_faculty_performance> [↑](#footnote-ref-2)