Date

Legal Name, [Credential]  
House # Street Name

City, State, Zip Code

[Emplid if current employee]

Email address

Dear Dr. \_\_\_\_\_\_\_:

I am pleased to offer you a position as a \_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the University of Missouri-Kansas City (UMKC) effective \_\_\_\_\_, 2022 through \_\_\_\_\_\_\_, 2023. This is a full-time (100% FTE), benefit-eligible, non-regular, unranked non-tenure track academic research appointment at an annual rate of $XX,XXX, paid hourly at $XX.XX. You will be paid bi-weekly.

Your duties and responsibilities include but not limited to:

* *List specific responsibilities*
* *Duties expected*
* *What the person will be evaluated on*
* *Other duties as assigned*

You will report to Dr.\_\_\_\_\_\_\_\_\_, Department Chair of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ He/She will provide you with a written evaluation of your performance annually. This appointment is renewable at the discretion of the University. Circumstances affecting reappointment may include, but are not limited to, Department need, funding availability, and job performance. 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.

Current university policies relevant to faculty appointments and expectations are found:

* <https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330/330.110_standards_of_faculty_conduct>
* <https://www.umsystem.edu/ums/rules/collected_rules/faculty/ch310/310.015_procedures_for_review_of_faculty_performance>
* <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>;
* <https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330>; and
* <https://www.umsystem.edu/ums/rules/collected_rules/equal_employment_educational_opportunity>

*Only for 12-month research appointments, remove if not applicable*

Your supervisor will provide you with a campus report date. Your position is 100% externally grant funded. Your appointment is to average 40 hours per week with a schedule approved by your supervisor. It is important to accurately record your work time using a timesheet in myHR and communicate any necessary absences to your supervisor. You will be paid for approved time entered. As a 12-month academic appointment, you will have 4 weeks of leave (defined as 20 university business days) to be used at times mutually agreeable to your supervisor and you.

*If a research position is externally funded and there is a maximum salary stipulated, include this language:*

Your appointment is externally funded. You may not exceed the annual amount of $\_\_\_\_\_\_\_\_\_\_ or submit overtime without the prior approval of your supervisor.

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 within prior to or within 30 days of employment:

* 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/>.

Upon your acceptance of this offer, UMKC Human Resources will send you a request for documentation necessary to establish your UMKC ID card, email account, Library and Canvas access; please respond quickly with the necessary forms and supporting documentation to avoid access delays. You will also receive detailed information regarding payment and benefits options, and a schedule of Pre-Employment sessions prior to your start date. It is essential that you attend one of these sessions to complete the employment process.

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.

Please note that this offer will immediately become null and void should you at any time become ineligible for employment according to the laws and/or policies of the United States, the U.S. Citizenship and Immigration Services, or the University of Missouri-Kansas City. If you are not a U.S. citizen or permanent resident and require immigration proceedings to become eligible to work in the United States relative to this offer of employment, you must contract with one of the UM System-approved immigration law firms to become employment-eligible by your employment start date. You will be responsible for all employee-related immigration expenses, and UMKC will pay all employer-related immigration expenses, as required by law.

Additionally, this offer, like all UMKC employment offers, is contingent upon your successful completion of a criminal background check (CBC) and verification of required degrees. Upon acceptance of this offer, you will receive a link with instructions from Human Resources to access the CBC portal of Sterling Talent Solutions.

Please visit <http://www.umsystem.edu/totalrewards/benefits> to learn more about University benefits. You may also call your campus Benefits Specialist, Ted Stahl, at 816-235-1625 if you would like to set an appointment or if you have questions after reviewing the information available on the website. ***There is additional information regarding retirement benefits that requires your immediate attention at the end of this letter following my signature.***

You will be enrolled in the Defined Contribution Retirement Plan and are automatically enrolled to make a contribution of 8% of eligible compensation. The university will then match 100% of your contribution, up to 8%. You can adjust your contribution election at any time. For specific information regarding University retirement benefits, please visit the retirement website at <https://www.umsystem.edu/totalrewards/retirement> or contact the UM System Office of Human Resources at 573-882-2146.

On or before your first day of employment, you must make a decision regarding participation in the irrevocable 401(a) Supplemental Retirement Plan and/or irrevocable 403(b) plan. Unlike other deferral options, once you have made this election it cannot be stopped or modified during your employment with the University. \*If you have previously been employed in any capacity with the University of Missouri, please contact UM System Office of Human Resources Retirement Department to determine eligibility to enroll in irrevocable plans.

I would appreciate your response to this letter of offer no later than \_\_\_\_\_\_\_\_\_ , 20\_\_ I look forward to your favorable response to this offer, and sincerely feel you will be a valuable part of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ here at UMKC.

Your signature hereto attests that the stated arrangements are agreeable to you and that you have reviewed the referenced University policies.

Sincerely,

Hiring Authority, Credentials

Title, School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: Department Chair

HRBP/F

Fiscal Officer

**Important Retirement Benefits Information:**

As a benefit eligible employee at the university, you will be eligible to participate in a broad array of total reward programs that the university makes available including health and retirement benefits. There are actions that you will need to take right away.

**Retirement Plans- Immediate Action Required if You Are Interested in Participating:**

You may want to consider enrolling in the 401(a) Supplemental Retirement Plan (SRP) or the irrevocable 403(b). [voluntaryretirementplans@umsystem.edu](mailto:voluntaryretirementplans@umsystem.edu). If you wish to make an irrevocable election, it **MUST** be elected on or before your date of hire. If you do not wish to participate in these irrevocable options then no action is necessary on your part.

**Retirement Plans – Informational:**

* If this is your first time working for the University, if you are being rehired and were non-vested, or if you were vested and took a distribution of your benefit, you will receive information from Fidelity in the coming weeks regarding *automatic enrollment* in your core retirement plan –
* You will be enrolled in the Defined Contribution Retirement Plan and are automatically enrolled to make a contribution of 8% of eligible compensation. The university will then match 100% of your contribution, up to 8%. You can adjust your contribution election at any time. For specific information regarding University retirement benefits, please visit the retirement website at [www.umsystem.edu/retirement](http://www.umsystem.edu/retirement) or contact the UM System Office of Human Resources at 573-882-2146.
* If you are a rehired employee who vested in the Retirement, Disability and Death Plan (RDD) and did not take a distribution of your benefit, you will be reinstated in this plan as your core retirement plan. Employee contributions are required for the RDD Plan and will be automatically deducted from your paycheck. Please visit <https://www.umsystem.edu/totalrewards/benefits> to learn more about this plan. Contributions reset each January.

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

*I attest that I have not been found in violation of Title IX or any other anti-discrimination law or policies or disciplined for any misconduct at any institution where I have been employed. Additionally, there are not any pending investigations for alleged violation of Title IX or any other anti-discrimination law or policies or any misconduct at any institution where I have been employed. Furthermore, I have not entered into any agreement regarding the dismissal of a report or complaint related to Title IX, any other anti-discrimination laws or policies, or other claims of misconduct at any institution where I have been employed.*

*To disclose information connected to a Title IX or antidiscrimination law or policy report, complaint, investigation, violation, or an agreement resulting in the dismissal of a report or complaint, or any other claim of misconduct, please contact the Office of Equity and Title IX at* [*eqtix@umkc.edu*](mailto:eqtix@umkc.edu) *or (816) 235-6705.*

*I understand that failing to provide full and truthful information, including failure to report any violations, disciplinary actions, pending matters, or agreements referenced above can result in dismissal by the University of Missouri.*

Legal Name Date

**Additional Terms and Conditions:**

In order to assure that you do not have a conflict of interest or participate in activities that give the appearance of a conflict of interest during your employment, you should not be employed full-time elsewhere. You may serve as an advisor, consultant, or member of an advising or governing board for individuals or entities outside the University or its affiliated entities with prior approval of the dean, which approval shall not be unreasonably withheld.

This appointment letter, these additional terms and conditions constitute the full terms of our employment offer and supersede all other representations, either written or oral, which may have been made to you.