Date

Name, Credential

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, twelve-month, non-tenure track, non-regular unranked academic appointment at a<n> <annual, monthly> salary of $<amount> OR <paid hourly at $\_\_.\_\_>. 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 to report to <name, title>. Your duties and responsibilities include, but are not limited to:

* *<Specific responsibilities>*
* *<Duties expected>*
* *<What the person will be evaluated on>*
* Other duties as assigned

Your position is 100% externally funded. 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.

***OR***

*(For positions not eligible for TAP [such as Post-doctoral Fellows/Residents/Interns, etc. See CRR 350.051 for those], use this paragraph and remove the paragraph above.)*

Your position is 100% externally funded. Reappointment will be contingent upon department need, funding availability, and your successful job performance based upon annual employment evaluations. A new contract will be issued if your position is renewed.

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

Your appointment is to average 40 hours per week with a schedule approved by your supervisor. 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. It is important to accurately record your work time using a timesheet in myHR and communicate any necessary absences to 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 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/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 continued commitment to UMKC.

Sincerely,

Name

Dean

Cc: Chair

Human Resources Facilitator

Fiscal Officer

**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.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, [PhD, MS, credential title] Date

Title, Department, Unit

**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.