

## TENURE FACULTY - NEW APPOINTMENT

(1)

(2)

Dear (3):

With the approval of the Chancellor, I extend to you an offer to join the (4) and the Faculty of the University of Wisconsin-Milwaukee at the tenure rank of (5) at a salary of \$(6) for the (7) year (8). (9 OPTIONAL)This salary rate will also be in effect during the (9a) year. (10 OPTIONAL)The actual salary for the remainder of the year will be \$(10a). This offer of appointment was recommended to me by the Executive Committee of the (11), through its chairperson, (12), with the positive advice of the Executive Committee of the Division of (13). University policies require that each appointment to a tenured position be preceded by the approval of the President of the University of Wisconsin System. Pending system approval, this appointment will begin on (14).

Executive Order 285, issued by the Governor on June 23, requires all state employees to take eight days or 64 hours of unpaid leave as Furlough Time Off (FTO) in each of the next two fiscal years. 12 month (A-basis) must take eight days per year; nine month (C-Basis) must take six days per year, or a proportional amount for part time employees. Under the UW System furlough plan approved by the Office of State Employment Relations, *your salary will be reduced by 3.065% for the period July 1, 2009 until June 30, 2010, which is the equivalent value of the required Furlough Time Off.*

The enclosed copies of Chapters UWS 1-6 and 8 of the Wisconsin Administrative Code and Chapter 5 of the University of Wisconsin-Milwaukee Policies and Procedures describe the personnel policies under which you are being appointed.

(15)

(16)In accordance with the provisions of Chapter UWS 5 and sections 5.61-5.611 of the University of Wisconsin-Milwaukee Policies and Procedures, you have been granted (16a) years prior seniority, which gives you an effective date of (16b) in your rank of (16c).

Your service to the University will include teaching, research, student advising, faculty committee service, and other duties and responsibilities normally expected of the faculty of the University during the academic year. It is assumed that members of the faculty will continue to develop academically, will participate in the activities of scholarly societies, and will act responsibly as citizens within the University and in the larger community when on University business.

If you accept this offer, please sign the enclosed copy of this letter of offer and return it to me together with a completed Employee's Withholding Exemption Certificate W-4 and a completed Employee Self-Identification Form in the envelope provided. This offer of employment is contingent upon verification of your identity as required by the Immigration Reform and Control Act of 1986 and obtaining work authorization, including, but not limited to, obtaining the appropriate visa, as required by the U.S. Immigration and Naturalization Service or the U.S. Department of State. It is your responsibility to obtain and provide the appropriate identity verification information and work authorization. Failure to provide identity verification and work authorization prior to the commencement of your employment may result in UWM withdrawing this offer.

You have thirty (30) days from your contractual date of hire to apply for many benefits. A completed application for health insurance must be received in the Benefits Office (Engelmann 125) by 4:30 p.m. on the 30<sup>th</sup> day. If the 30<sup>th</sup> day is a legal holiday or weekend, the application must be received on the previous workday. You may turn in the application early. Failure to apply on a timely basis may limit your options to the higher cost standard plan with a 180 day pre-existing condition waiting period. Health insurance is effective the first of the month on or after the application is received. *Example: An employee begins employment August 19. Health coverage will begin September 1, if the application is received in the Benefits Office by 4:30 p.m. of that date or the last previous workday. If an application is received September 2, coverage will be effective October 1.* Within your first 30 days of employment you should attend a Benefits review session for information on eligibility and enrollment deadlines. To find review session dates please visit the benefits site at ([http://www4.uwm.edu/hr/benefits/benefits\\_reviews.cfm](http://www4.uwm.edu/hr/benefits/benefits_reviews.cfm)) or email the UWM Benefits staff at [benefits@uwm.edu](mailto:benefits@uwm.edu). The enclosed "Supplementary Information" sheet provides additional details regarding your faculty appointment.

The University of Wisconsin distributes pay using an electronic direct deposit program. Automated Clearing House (ACH) allows the safe, fast, efficient crediting of your pay directly to your financial account. Please complete the attached ACH form and return it to payroll office, which is located in Engelmann 170.

We ask that you respond to this offer within (17) days of its receipt.

It will be a pleasure to welcome you to the Faculty of the University of Wisconsin-Milwaukee and I am sure you will enjoy your work within the (18) and the University.

Sincerely,

(19)

Enclosure

cc: (20)

Human Resources

Dear (21):

I accept the appointment described in this letter of offer.

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Signature

Date