NOTE: Green text should be replaced or removed prior to submission Date

Name

Address

Email

Dear Dr. Last Name,

It is with great pleasure that we propose to extend to you an offer as [insert rank] Professor, at 100% time, in the Department of [Department], in the College of Engineering, at the University of California, Davis. The Department faculty enthusiastically support your appointment. According to the procedures of the University of California, formal review and approval of the recommendation is necessary and the full appointment process may require up to several months for completion. Upon the conclusion of the review process, you will receive a formal letter of appointment.

# Appointment Level and Salary

We will recommend you for a nine-month (academic year) appointment, to be effective [Date] for the [Quarter XXXX] service period [insert if applicable: or whenever your Visa case is approved by US Citizenship and Immigration Services]. Your nine-month salary, to be paid over 12 months (July-June), will be $Insert B15.

Additionally, you may elect to use extramural funds to receive “summer salary”, to supplement your academic year salary. Summer salary may be paid up to 3/9 of your academic year salary. Accordingly, your maximum possible annual salary, including three months extramural summer salary, would be $Insert B20.

Please note that your salary rate is subject to any applicable adjustment as determined by the University.

In addition to salary, the University of California offers an exceptionally strong benefits program including health insurance (medical, dental and vision), retirement benefits, and tax-deferred savings plans. Please see: <https://hr.ucdavis.edu/employees/benefits> for additional information.

Startup Funding

We have put together a startup package totaling approximately $Insert B52 that includes research support, graduate student support, in-kind support, summer salary, applicable benefits, and moving expenses as outlined below:

This total includes $Insert B49 to be used for such things as the purchase of research equipment, moving existing equipment, or any additional personal moving expenses exceeding the $Insert B26 discussed later, supplies, goods, services, computer hardware and software, travel to professional meetings, office furniture, or other discretionary uses you wish, that are consistent with University of California policies and procedures.

Please note there is a time limit for use of these funds. These funds will be available for use for the [For assistant professors: first four years of your employment or until you receive tenure, whichever is later, For associate-full professors: first three years of your employment] per the COE Start-Up Policy. Funds will be distributed on a graduated, as-needed basis and are not to be used as a discretionary savings account or banked funds. The use of startup funds for equipment purchases greater than $20,000 per item will be reviewed by the Dean’s office.

[If purchasing shared equipment; delete if not applicable]: Your startup funds total includes an allocation of $Insert B27 to be used toward the total purchase cost of [insert equipment name] for use by you and other faculty in [Department] Engineering. The equipment will be located in a room that facilitates shared use. The specific configuration of the instrument would be determined by you and others so that it can meet multiple needs. Should the need arise, an [insert equipment name] is also available in the [Unit] Facility, which is a core campus shared user facility. The use of startup funds for equipment purchases greater than $20,000 per item will be reviewed by the Dean’s office to ensure similar capabilities are not available on campus and to assess potential shared use.

[If purchasing individual lab equipment; delete if not applicable]: Your startup funds includes an allocation of $Insert B27 to be used toward the purchase of [insert equipment name] for use by you and your laboratory personnel. The equipment will be located in your laboratory space. Should the need arise, an [insert equipment name] is also available in the [Unit] Facility, which is a core campus shared user facility. The use of startup funds for equipment purchases greater than $20,000 per item will be reviewed by the Dean’s office to ensure similar capabilities are not available on campus and to assess potential shared use.

Include if applicable: Renovations

[Add any special negotiation points for startup here.]

Include if applicable: We have allocated graduate student support, including salary, student fees and benefits, which has an approximate value of $Insert B44, as part of your startup package total. The graduate student support may be a combination of grad group support, graduate fellowships, tuition, and departmental assistantships. Unused graduate student support as of July 1, [insert year; for Winter or Spring candidate appointment, round forward to next July] will no longer be available as part of your startup offer.

Include if applicable: We have included Insert months per year months of summer salary each year in academic years [insert applicable years], for a total of $Insert B34. Each month of summer salary is at the one-ninth rate of your annual salary or approximately $Insert E16 per month; total summer salary plus benefits is projected to be about $Insert F20. Any of this salary not used during these two years may be used by [insert use by date], but not beyond.

Your startup funds include an allocation of $Insert B26 for your personal allowable and library moving expenses. University policy excludes some items of coverage and requires use of a moving firm with whom the University has a contract. We will be pleased to work with you in making these arrangements. Please review the moving reimbursement policies [here as well](https://policy.ucop.edu/_files/smg-docs/smg_move_reimburse.pdf). The Tax Cuts and Jobs Act (P.L. 115-97) that was signed into law on December 22, 2017 changed the treatment of employer paid / reimbursed relocation expenses.   Effective January 1, 2018 all such expenses will be included in your Federal gross taxable wages subject to income tax and FICA withholding.   The amounts will be added to your wage totals as imputed income the month subsequent to the completion of your reimbursement process.  California has not yet adopted the Federal tax law changes and as result, some reimbursement may be added to your Federal wages and not California wages.

[Include if Candidate is a CNM2 User; delete if not applicable]: Equipment that benefits multiple users may be housed in CNM2.  Should equipment be managed and housed in CNM2, arrangements will be made so that you have supplemental recharge funds to use the purchased equipment. Your start-up total also includes $Insert B32 in recharge fees for the use of equipment in the Center for Nano and Micro Manufacturing (CNM2). Unused CNM2 equipment-use support as of December 31, XXXX will no longer be available as part of your start-up offer. No startup funds may be used to pay for charges at other cleanroom facilities without prior approval from the Dean of Engineering.

Facilities

[Include if applicable] To facilitate your research program, we plan to provide approximately XXX assignable square feet of laboratory space. Renovations not to exceed $Insert B33 have been included in the startup package. The details of that space will be determined in part by the specific needs for your equipment.

[Insert additional facilities details if applicable, including arrangements for CNM2 use]

A personal academic office within the department will be provided to you. Shared office space for your students will also be assigned.

Mortgage Assistance Housing and Faculty Recruitment Allowance Programs

If you are interested, we will nominate you for the Mortgage Assistance Housing Program. This program enables new appointees to the faculty to apply for home loans at interest rates that are usually below market rates. Please let us know as soon as reasonably possible if you are interested in this program. Details change from year to year. More information regarding the Mortgage Assistance Housing Program can be found at the following links: <http://homeloans.ucdavis.edu/> and <http://www.ucop.edu/loan-programs/>.

Additionally you may select between either the Zero Interest Supplemental Home Loan Program (ZIP) or the Faculty Recruitment Allowance Program (FRAP). Details regarding each are below:

**Zero Interest Supplemental Home Loan Program (ZIP**): The University of California has established several home loan programs to assist with the purchase of your principal place of residence. Our campus will nominate you to participate in our Mortgage Origination Program (MOP) and Zero Interest Supplemental Home Loan Program (ZIP) to use within your initial 2 years. Together, the MOP and ZIP loans may represent up to 95% of the value of the residence you are buying. The MOP maximum is currently $1,200,2000. For the ZIP loan portion, You may select to allocate any amount up to $150k from your eligible and available startup funds towards this program] and repayment will be forgiven in accordance with ZIP loan provisions. Note that this will decrease the funding available for you in your startup (to cover non-personnel items that would otherwise be equal to $InsertB49 mentioned above for your startup needs). You may use your ZIP loan in conjunction with MOP or with an outside lender, subject to the primary lender’s requirements. Please refer to our home loan website <https://homeloans.ucdavis.edu> for requirements, restrictions and additional program details.

If you do not indicate a willingness to avail of the ZIP within the first two years, or decline the ZIP, you will automatically be considered to have selected the FRAP.

**Faculty Recruitment Allowance Program (FRAP)**: If you choose the FRAP option, you will be eligible for up to $82,600 as part of the Faculty Recruitment Allowance Program, to assist you in getting established in Davis. You may select to allocate any amount up to $82,600 from your eligible and available startup funds towards Faculty Recruitment Allowance Program funds in the form of additional personal income. Note that this will decrease the funding available for you in your startup (to cover non-personnel items) that would otherwise be equal to $InsertB49 mentioned above for your startup needs), you will be able to allocate from your startup funds an equivalent amount for Faculty Recruitment Allowance Program funds in the form of additional personal income. Note that you may request this at any time you have available and eligible startup funds, subject to stipulations and time limits outlined above. However, your payment plan for the Faculty Recruitment Allowance may extend to a period of 10 years beginning at the time of your request. The Faculty Recruitment Allowance Program funds would be available for use as soon as your appointment receives final approval from the Chancellor. This allowance may be disbursed in a single payment or in equal or unequal amounts over a period not to exceed ten years. Please note that the total amount of the Faculty Recruitment Allowance is considered wages and is subject to tax withholdings (and 403b contributions). Please consult your financial advisor for further information regarding tax implications. Given this substantial commitment, we would need your written agreement that you would repay to UC Davis any Faculty Recruitment Allowance in its entirety should you choose to leave UC Davis of your own volition within five years of the date of employment. Again, please note that you can choose FRA or ZIP but cannot participate in both programs.

Partner Opportunities Program

[Include if applicable:] Under the direction of the Vice Provost – Academic Affairs, the UC Davis Partner Opportunities Program (POP) is a service designed to assist the partner of a faculty candidate in finding employment on campus. Please notify Chair XXXX if you would like to take advantage of this program. [Please note that unfunded POP requests are no longer accepted and unless arrangements have been made with the AD of Academic Personnel and Dean Corsi inclusion of this paragraph means the department will provide at least 1/3 of the funding for the placement for the duration of the POP contract which may be up to 3 years.]

[Include if applicable:] We also authorize your use of resources of the Capital Resources Network (CRN) if your spouse/partner is seeking employment in the region but off campus. CRN might also be able to help you with other moving related issues (for details see <http://capitalresource.org/>).

Expectations:

Teaching:

At the University of California, teaching is an integral part of the academic mission, and department chairs have the responsibility for making teaching assignments. The standard teaching load for junior faculty in the Department of xxx is [insert teaching load information]. [Insert/edit if applicable: To facilitate the start of your research program, you will receive an additional [X]-course reduction during the first year, resulting in a first-year teaching load of [Y] courses.] The timing of the teaching release will be decided upon consultation with and approval of the Department Chair.

Research:

As an appointee to the Regular series faculty, you will be expected to develop an active and ongoing research program demarcated by regular publication in your area of expertise. This is a fundamental and indispensable requirement of the position. Your research activities may also involve preparation of grant applications, mentoring of student researchers, and collaborative work with other researchers as appropriate in your field.

Service:

Faculty are expected to contribute service to their departments, School/College, the University, the profession and the community in some combination. Assistant Professors are expected to provide little service and that service is often at the department and professional level; as one’s rank and step increase, expectations for service rise as well.

Please refer to the following website for additional information on the appointment and advancement requirements of your academic series: <https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-220.pdf>. In addition, we also recommend that you review the instructions used by peer review committees in evaluating faculty members at: <https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-210.pdf>. We think you will find these instructions interesting and useful in that they specify the criteria for academic achievement at the University of California.

Offers of employment, including this tentative offer, are contingent upon your ability to prove that you are authorized to work in the United States as required by the Immigration Reform and Control Act of 1986.  Documents required by the Act must be provided on or before the effective date of your appointment.  If you are not a U.S. Citizen or permanent resident, the UC Davis Services for International Students and Scholars can provide information and assistance with U.S. Immigration and Naturalization Service procedures required to secure employment eligibility and legal status in the U.S.  You may contact that office by phone at (530) 752-0864 or e-mail ([siss@ucdavis.edu](mailto:siss@ucdavis.edu)).

As a condition of employment, you will be required to comply with the University of California [Policy on Vaccination Programs – With Updated Interim Amendments](https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy). All Covered Individuals under the policy must provide proof of receiving the COVID-19 Vaccine Primary Series or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, Religious Objection, and/or Deferral based on pregnancy or recent COVID-19 diagnosis and/or treatment) no later than the applicable deadline. All Covered Individuals must also provide proof of receiving the most recent CDC-recommended COVID-19 booster or properly decline such booster no later than the applicable deadline. New University of California employees should refer to [Exhibit 2](https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy#page=44), Section II.C. of the [SARS-CoV-2 (COVID-19) Vaccination Program Attachment](https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy#page=13) for applicable deadlines. All Covered Individuals must also provide proof of being Up-To-Date on seasonal influenza vaccination or properly decline such vaccination no later than the applicable deadline. Please refer to the [Seasonal Influenza Vaccination Program Attachment](https://policy.ucop.edu/doc/5000695/VaccinationProgramsPolicy#page=51). (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

Concluding Remarks

We are very excited at the prospect of your becoming a member of the faculty in the Department of [Department], and we look forward to your contribution to our programs. We would appreciate receiving your signed acceptance of this recommendation by no later than [insert respond by date].

Sincerely,

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

Richard L. Corsi Chair Name

Dean, College of Engineering Chair, Department

cc: CAO, Department

Elissa Roeser, Executive Assistant Dean

Amit Kanvinde, Associate Dean of Academic Personnel and Planning

Sabrina Oliver Academic Personnel Analyst

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

**If Assistant step 4-6, Associate or Full:**

*I accept the terms of the recommended faculty position as outlined within this letter. By signing this letter, the undersigned represents that they are not currently the subject of any disciplinary proceeding (investigation, hearing, etc.) at any and all academic institutions, places of employment, academic/professional societies, and/or professional licensing or certification bodies, nor have they in the past 10 (ten) years been formally disciplined at any of the following: any and all academic institutions, places of employment, academic/professional societies, and/or professional licensing or certification bodies. If there are questions about this attestation, please contact Sandi Glithero (*[*sjglithero@ucdavis.edu*](mailto:sjglithero@ucdavis.edu)*)*

Note: The candidate may append a statement of explanation regarding any information or materials shared.

**If Assistant step 1-3:**

*I accept the terms of the recommended faculty position as outlined within this letter.*

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

Candidate Name Date