Date

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

Name

Address

Dear Dr. Last Name,

It is with great pleasure that we propose to extend to you an offer as [insert rank]Adjunct Professor, at [Percent]% 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

[Note: Start and End date must match AY service dates]

We are recommending a tentative effective date of [Start Date] through [End Date] The start date may change based on the timing of the final approval of the appointment [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 $[salary].

Renewal of this appointment is based on availability of funding and satisfactory performance. Future appointment renewals beyond one year in duration may be available if full grant funding for salary is guaranteed for a longer time.

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. The University provides benefit and retirement coverage in proportion to the University-derived wages eligible for covered compensation. Please refer to the following website for additional information on benefits, enrollment and services for faculty: <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>. Please see: <https://hr.ucdavis.edu/employees/benefits> for additional information.

Facilities

[Include if applicable] To facilitate your research program, we plan to provide approximately XXX assignable square feet of laboratory space. [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.

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. Your specific teaching assignment will include [teaching assignment].

Research: As an appointee to the Adjunct series, you will be expected to develop an active and ongoing independent research program demarcated by regular publication in your area of expertise. This is a fundamental and indispensable requirement of the position. Your research activities are expected to involve preparation of grant applications, collaborative research with other University faculty and/or departments, and authorship of publications in peer-reviewed journals.

Service: Faculty are expected to contribute service to their departments, College, the University, the profession and the community in some combination. Assistant Adjunct Professors are expected to provide little service; 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: <http://www.ucop.edu/academic-personnel/_files/apm/apm-280.pdf> and <https://aadocs.ucdavis.edu/policies/apm/ucd-280.pdf>. We think you will find these materials interesting and useful in that they specify the series criteria for academic review 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)).

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 in person or by email, no later than [insert respond by date].

Sincerely,

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

Chair Name

Chair, Department

cc: CAO, Department

Melanie Christensen, Academic Personnel Analyst

Alyssa Panitch, Associate Dean

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

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Candidate Name Date