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 a Lecturer with Potential for Security of Employment (LPSOE), 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 your proposed appointment by the choose College or Campus is necessary and may require several months for completion. Upon the conclusion of the review process, you will receive a formal letter of appointment.

# Appointment Level and Salary

Your proposed appointment as an LPSOE is a nine-month (academic year) appointment that will 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 will have the option to supplement this nine-month salary with any combination of extramural funds, summer session teaching, or other compensated activities at the University of California, up to 3/9 of your nine-month 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, including potential reduction for budgetary reasons. For example, in the past the University has instituted salary reduction and furlough programs. Any such programs in the future may apply to you, and may result in a change to the above-stated salary rate, at any point in the academic or fiscal year.

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 are pleased to extend to you a startup package totaling approximately $Insert B54 that includes support for scholarly and creative activities, teaching support, in-kind support, summer salary and moving expenses as outlined below:

* $Insert B55 to be used for such things as 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 uses you wish that are consistent with University of California policies and procedures. These funds will be available for the first six years of your employment or until you advance to Lecturer with Security of Employment, whichever is later.
* [Add any special negotiation points for startup here.]
* Include if applicable: Graduate student support, including salary, student fees and benefits, which has an approximate value of $Insert B51 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. [Edit to include postdoctoral support if applicable: Add B51 and B52]
* Include if applicable: XXX months of summer salary each year in academic years [insert applicable fiscal years], for a total of $Insert B33. Each month of summer salary is at the one-ninth rate of your annual salary or approximately $Insert E16 per month; total summer salary support for Insert F19, plus associated benefits costs is projected to be about $Insert F20. Any of this salary not used during these two years may be used in [insert use by date], but not beyond.
* Up to $Insert B26 can be used toward 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. 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.

Facilities

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/>.

[Include if applicable:] In addition, we will provide you with an opportunity to be eligible for up to $73,600 as part of the Faculty Recruitment Allowance Program, to assist you in getting established in Davis. If you are able to provide the corresponding equivalent funding amount from your extramural funds (to cover any non-personnel items that would have otherwise been provided from the $[Insert B55] mentioned above for your startup needs), you will be able to allocate from your startup funds an equivalent amount of Faculty Recruitment Allowance Program funds in the form of additional personal income. The Faculty Recruitment Allowance Program funds would be available for use as soon as your appointment receives final approval from the Chancellor and the research grant funding source is identified. 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 receiving these funds.

Partner Opportunities Program

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 in the region. POP will provide a hiring incentive for your partner in seeking employment in an appropriate unit on campus. It is important to note, however, that POP cannot guarantee job placement or the successful resolution of employment issues. Please notify Chair Name if you would like to take advantage of this program.

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 LPSOE faculty in the [insert specific department] Department is [insert teaching load information].

Scholarly and Creative Work: As an appointee to the LPSOE/LSOE faculty, you will be expected to develop an active and ongoing independent scholarly program demarcated by pedagogical works in your area of expertise. This is a fundamental and indispensable requirement of the position. Your scholarly activities are expected to involve collaboration with other University faculty and/or departments, and authorship of materials that disseminate the results of these endeavors.

Service:

All faculty are expected to contribute service to their department, College, the University, the profession and the community in some combination. LPSOE faculty 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-285.pdf>). In addition, we also recommend that you review the instructions used by peer review committees in evaluating faculty members at: <http://www.ucop.edu/academic-personnel/_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)).

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,

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Jennifer Sinclair Curtis Chair Name

Dean, College of Engineering Chair, Department

cc: CAO, Department

Jessie Catacutan, Executive Assistant Dean

Alyssa Panitch, Associate Dean

Melanie Christensen, Academic Personnel Analyst

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

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Candidate Name Date