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 an [insert rank] Project Scientist, at [Percent]% time, in the Department of [Department], in the College of Engineering, at the University of California, Davis. The Department enthusiastically supports 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 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 fiscal year salary, to be paid over 12 months (July-June), will be $[salary – match scale for step that will be proposed].

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 period of time.

In accordance with University policy, your eligibility to participate in University of California benefits programs, including the University of California Retirement Choice Program, is dependent on the percentage and/or duration of your appointment. If you have a concurrent appointment in another department, the total percentage and/or duration of your appointments determines your eligibility. Please refer to the UC Benefits website

<http://ucnet.universityofcalifornia.edu> for more information.

Facilities

[Insert applicable language re office or workspace] You will be provided with a shared laboratory and/or office space at the discretion of your faculty supervisor.

Expectations:

Research:

[Insert research expectations specific to the position. DO NOT COPY/PASTE THE ENTIRE PD.]

You will be expected to independently carry out research or creative programs under the general guidance of a faculty member with an independent research program. While you are not expected to independently serve as a Principal Investigator, you may do so by exception. You will be expected to participate in activities to increase, improve, and upgrade competency in the research setting of your supervising faculty investigator. Appointees to the Project (e.g., Scientist) are expected to engage in University and public service, but do not have teaching responsibilities.

You will be expected to contribute to the creative and collaborative development of an active research program investigating topics relevant to your faculty supervisor’s research area. You will be expected to design specific projects, including the selection of appropriate methods and techniques, supervise students regarding the technical aspects of the research, including methods development, trouble-shooting problems, interpreting results and planning follow-up experiments. You will be expected to publish research results in peer-reviewed journals, books and other outlets either independently or in collaboration with the PI or other members of the research team. You will be expected to assist in writing and submitting proposals for funding from federal and state agencies and other funding organizations, as well as prepare and assist in the preparation of reports as required by granting agencies, and to interact with funding agencies and prepare modifications of budgets and other grant components as needed.

As part of maintaining your professional competence, you are expected to participate in appropriate professional/technical societies or groups and you may engage in other educational and research organizations, review research proposals, journal manuscripts, and publications related to your area of expertise.

You are expected to engage in university and/or public service, which may include serving as a liaison and responding to the needs of various industry organizations, state and federal agencies, and other external groups on issues related to area of expertise. You will be expected to participate in the activities of committees within the department, college, campus and other University entities, as appropriate.

The policy governing this position is located in Academic Personnel Manual Section 311: Project Scientist, <https://aadocs.ucdavis.edu/policies/apm/apm-311.pdf>. Please refer to this section for additional information on the appointment and advancement requirements of your academic series. 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.

Your position is exclusively represented by the United Automobile Workers (UAW) Local 5810 union and additional information can be found on the website: https://academicresearchersunited.org/. The current contract can also be found here: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ra/index.html>.

Work Authorization

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

Sincerely,

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

Chair Name PI Name

Chair, Department PI Title, Faculty Supervisor

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.*

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

Candidate Name Date