*The University of Alabama at Birmingham*

*IRREGULAR FACULTY APPOINTMENT OFFER LETTER TEMPLATE*

Irregular Appointment (Assignment Category 04)

(Insert Date)

(Insert Name)

(Address)

(Address)

(City, State ZIP)

Dear (insert name):

It is my pleasure to offer you an irregular faculty appointment at the rank of (insert rank) in the Department of (insert department) in the University of Alabama at Birmingham College/School of (insert college/school) for a (insert length of term) term, effective (insert date) through (insert date). Your compensation for this faculty appointment will be (insert salary), to be paid [insert the payment schedule (i.e. monthly)]. This position carries no benefits.

Employees hired on a temporary basis, or who will be working irregularly scheduled hours, are hired on an “at will” basis regardless of the expected length of the appointment. This means that while your appointment may carry a specified time frame, either you or the University may choose to end this relationship at any time and for any reason, with or without notice.

As an irregular faculty member, you are subject to the guidelines outlined in the *You & UAB Handbook,* which is located online at <http://www.uab.edu/humanresources/home/policies/handbook>, as well as all UAB Policies and Procedures listed online at <https://www.uab.edu/policies/Pages/default.aspx>. Please review the policies.

The *UAB Faculty Handbook* addresses many questions that you may have about the rights and responsibilities of faculty at UAB. The *UaB Faculty Handbook* contains information about UAB policies and procedures related to faculty, including promotion guidelines. This document is available online at <http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx>. Although you are subject to the terms and conditions in the [*You & UAB Handbook*](http://www.uab.edu/humanresources/home/tools/you-and-uab-handbook)*,* the terms of the *UAB Faculty Handbook* take precedence to the extent of any conflict.

(Insert here the details of the appointment to include duties, responsibilities, expectations, roles, supervisor, work site, etc.)

By accepting this appointment, you agree to provide service at any location within the University as specified by your department chair.

Pursuant to current practices, faculty members are paid monthly on the last working day of each month. The Direct Deposit Payroll Authorization Form for monthly salaried personnel, when signed by the member, authorizes UAB to deposit net pay directly into a checking or savings account at any bank or savings and loan association within the continental United States or to certain credit unions, including the University Federal Credit Union. A statement showing gross earnings, itemized deductions, and the amount of net pay deposited is made accessible to the faculty member each month. UAB requires participation in the Direct Deposit Payroll System by all faculty members. All amounts paid by the University to you may be subject to taxation both for reporting and withholding. Any amounts subject to withholding will have taxes withheld in accordance with federal and state law. If you accept this offer and it is your first appointment to the University of Alabama at Birmingham, you must complete tax forms in order to receive payment. These practices may be changed from time to time at UAB’s sole discretion.

At UAB, we have a number of online systems that require you to have a username and a password.  We call your username your BlazerID.  You must activate or register for your BlazerID as soon as possible.

* If you already have or had a BlazerID, please click on the Activate Accounts link to verify that you know your BlazerID/password and that the credentials are sync'd up.
* If you do NOT have a BlazerID, please visit <https://idm.uab.edu/bid/reg>, click on "Register BlazerID” on the left side of the screen, and select that you are a current employee.  Enter your employee number and date of birth to activate your BlazerID.
* If you are not sure if you have a BlazerID, BlazerID Central at <https://idm.uab.edu/bid/reg> includes a link for "Do I Have a BlazerID?"

Your offer for employment is contingent upon providing the University, **prior** to your first day of employment, official documentation of degrees earned. An original official transcript of your terminal degree must be submitted to comply with credentialing guidelines of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Foreign transcripts must be translated and certified by an education credentialing agency. Our receiving the transcript by (insert date) would be much appreciated; however, it must be on file prior to your initial appointment date. Please request that the institution from which you received this degree send an official transcript of your academic record to the attention of (insert name), the University of Alabama at Birmingham, (insert school or College of Arts & Sciences), Department of (insert department), (insert address of school or college).

Your offer for employment is contingent upon satisfying all Federal employment eligibility requirements, including any necessary work authorizations, and is contingent upon compliance with all applicable federal rules and regulations, including but not limited those federal rules and regulations regarding sponsored research. Your offer for employment is contingent upon making no false or misleading representations in your application for employment. Your offer for employment is contingent upon a successful criminal records check and a background records check. If the results of such checks are not satisfactory to UAB, this appointment is voidable by the University. Questions regarding employment-based immigration should be directed to the Office of International Scholar and Student Services at 205-934-4383.

Your offer for employment is contingent on successful completion of pre-employment background investigations that include a criminal history background check, degree (education) verification and employment history verification. You will receive information electronically requesting your consent to allow the University to conduct this investigation. In the event that the background check has not been completed at the time your appointment begins, your appointment will be conditioned upon receipt of a background check report that is acceptable to the University. Before a final decision is made to void an appointment because of a background check result, you will receive a copy of the background check report and you will have an opportunity to provide explanatory information.

**[For Health Schools Only:** This appointment is contingent upon your obtaining and maintaining a valid, unrestricted Alabama licensure to practice as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Additionally, you must provide the following: 1) proof of national certification for advanced practice; if applicable, 2) proof of completed hepatitis B. immunization series, or a confirmed prior illness with hepatitis B; 4) your current CPR certification, and 5) evidence of updated TB testing within the last year.]

Please note that the University of Alabama at Birmingham conducts a review of the Office of the Inspector General (OIG) and the General Services Administration (GSA) exclusions lists to establish eligibility for each faculty member (or postdoctoral fellow/trainee) to receive federal funding. These databases are maintained by the federal Government to identify individuals who are excluded from participating in payments by Federal programs or contracts.

By signing this appointment letter, you are granting consent to UAB to conduct the necessary background check and OIG and GSA clearances.

Offers of employment at the University of Alabama at Birmingham (UAB) 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. If you accept this offer, you will be required to complete a Form I-9 and provide proof of your eligibility to work in the United States within three (3) business days of your start date. **Section 1 of the Form I-9 must be completed no later than the first day of your employment**. In the event that your eligibility for employment cannot be verified by your appointment date, this offer will become void.

In order to comply with E-Verify requirements, UAB uses an electronic I-9 processing system. Your department contact will provide you with a link to the university’s [electronic I-9] system; where you will be provided with instructions and guidelines for completing the Form I-9. A list of acceptable identification documents can also be found at <https://www.uscis.gov/i-9-central/acceptable-documents>.

If you are not a U.S. citizen or permanent resident, the UAB Office of International Student and Scholar Services (ISSS) can provide you information and assistance with U.S. Citizenship and Immigration Services procedures to secure employment eligibility in the U.S.  ISSS can be contacted by email at [isss@uab.edu](mailto:isss@uab.edu) and, you can find helpful information on their website at <http://www.uab.edu/global/international-students-and-scholars/scholars>. You can book an appointment with ISSS to complete Section 2 of the Form I-9 at <http://www.uab.edu/global/international-students-and-scholars/book-appointment>.

We appreciate your willingness to work with our faculty and students during the (insert term) (insert year). If the conditions of this offer are acceptable, please sign in the space provided below, keep a copy for your files, and return the original to me.

Sincerely,

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

Chair Division Director

(Department Name) (Division Name)

*Add additional school and departmental signatures as needed.*

Enclosures

I have received, reviewed, and understand the terms and conditions of employment contained in this letter.

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(Signature) (Date)

*Please modify this letter as is appropriate for Irregular faculty who currently have other UAB employment assignments.*