*The University of Alabama at Birmingham*

*CREDENTIALED COURSE INSTRUCTOR OFFER LETTER TEMPLATE*

Irregular Appointment (Assignment Category 04) *– CAS and All Schools*

(Insert Date)

(Insert Name)

(Address)

(Address)

(City, State ZIP)

Dear (insert name):

It is my pleasure to offer you the position of Credentialed Course Instructor (Irregular Status) for the (insert term) beginning (insert date) extending through (insert date).

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 timeframe; either you or the University may choose to end this relationship at any time and for any reason, with or without notice. As a Credentialed Course Instructor, you are subject to the guidelines outlined in the *You and 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 <http://sppublic.ad.uab.edu/policies>. Please review the policies and procedures by clicking on the Human Resources link.

You will be responsible for teaching the following course(s):

[Course Number] [Course Title]

Please provide us with a copy of your course syllabi for our records [include any additional teaching expectations, office hours, etc. here] Your compensation for teaching the course(s) listed above will be $\_\_\_\_\_\_\_\_\_\_; to be paid [Include here the payment schedule (i.e. equal payments over five months, etc.] The course will be subject to cancellation if enrollment is judged to be insufficient.

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 (Ph.D. or MFA) degree or Master’s degree (as well as evidence of 18 hours of completed graduate semester hours in the teaching discipline should the Master’s not be completed) must also 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, School of \_\_\_\_\_\_\_\_ (or College of Arts & Sciences), Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 200 Heritage Hall, 1401 University Blvd., Birmingham, AL 35294-1170.

  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 <https://www.uab.edu/global/employees-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>.

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.

Additionally, the university conducts pre-employment background investigations on final candidates including postdoctoral fellows and trainees. 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.

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

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. Questions regarding employment-based immigration should be directed to the Office of International Recruitment and Student Services at 205-934-4383.

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?"

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of ethnicity, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.

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.

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

(Signature) (Date)

*Please modify this letter as is appropriate for Credentialed Course Instructors who currently have other UAB employment assignments.*