*The University of Alabama at Birmingham*

*VOLUNTARY FACULTY OFFER LETTER TEMPLATE*

(Insert Date)

(Insert Name)

(Address)

(City, State ZIP)

Dear (insert name):

It is our pleasure to offer you an appointment to the voluntary faculty of the University of Alabama at Birmingham College/School of (insert college/school). Your appointment will be at the rank of (insert rank and title), non-tenure earning, in the Department of (insert department). This (insert number)-year appointment is effective (insert date). Your office will be located at (insert address).

Voluntary faculty appointments carry no salary or fringe benefits. Either you or the University may choose to end this relationship at any time and for any reason, with or without notice.

The Department of (insert department) expects all faculty to be productive, effective, and excellent in their areas of responsibility as outlined in your contract. We appreciate your participation in our educational activities and as (insert rank), you will be obligated to (insert duties). **(For School of Medicine appointments**, insert the following or similar language as is appropriate: *This expectation includes alignment of your activities with and generation of support for these activities and relates to UAHSF salary in support of clinical efforts).*

Your appointment is subject to all terms and conditions of the Faculty Handbook (the “Handbook”) and any future modifications to it. The Handbook, as modified, is hereby incorporated by reference, except as otherwise specifically provided by your offer letter.

The UAB Faculty Handbook addresses many questions that you may have about the rights and responsibilities of faculty at UAB. Additionally, the UAB Faculty Handbook contains information about UAB policies and procedures related to faculty, including promotion and tenure guidelines. This document is available online at <http://www.uab.edu/policies/Pages/Faculty-Handbook.aspx>. As a UAB Faculty member, you will also be subject to the terms and conditions in the *You & UAB Handbook*, although the terms of the Faculty Handbook take precedence to the extent of any conflict. You & UAB can be found online at <http://www.uab.edu/humanresources/home/tools/you-and-uab-handbook>.

[Insert reference to School/College/Library or departmental policies and procedures as is appropriate for this specific voluntary faculty appointment].

In accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirement for accreditation, an official transcript of your terminal degree from your graduating university must be maintained on file in the College/School of (insert college/school) Dean’s Office. Foreign transcripts must be translated and certified by an education credentialing agency. Please request a copy of your transcript be sent to our office to be included with the appropriate paperwork for appointment. Your appointment is contingent upon receipt of the transcript prior to your effective date. All faculty appointments must receive approval from the Dean, Provost, and President. We anticipate no difficulty with these steps. If this offer is acceptable to you, please sign below.

Your offer for employment is contingent on successful completion of pre-employment background investigations that include, but not limited to, a criminal history background check, degree (education) verification, social media background checks, and employment history verification.

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.

You will receive information electronically from the university’s third-party pre-employment background check vendor requesting your consent to allow the University to conduct this investigation. **Please complete and return the attached Background Check Disclosure Form so that we can complete your voluntary faculty appointment at UAB**.

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.

(**For School of Medicine Only:** This appointment is contingent upon your obtaining and maintaining a valid license to practice medicine in the State of Alabama. In addition, it is contingent upon receipt of appropriate privileges for medical practice through the credentialing processes of the University of Alabama Hospital and the University of Alabama Health Services Foundation. The School of Medicine requires that the enclosed Faculty Practice Form be completed, notarized, and returned directly to the Dean’s Office as noted on the form. Should you accept our offer, it is your responsibility to seek licensure and privileges in an expeditious manner, since your appointment will not be final without them.)

Sincerely,

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Chair Dean

(Department Name) (School Name)

*Add additional school and departmental signatures as needed.*

Enclosures

Accepted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_