

Policy:	<b>Letter of Appointment</b>
Policy Number:	48.0
Date Adopted:	03/01/1999
Date Revised:	04/01/2000
References:	Board of Regents Policy 711.1; Criteria for Board of Regents' Contracts, Personnel Policy 47.0; University Teachers Union Collective Bargaining Agreement
Approved:	V. Scott Cole, Vice President Administration and Finance

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All University policies are available in alternative formats upon request.

DEFINITION – LETTER OF APPOINTMENT: Professional non-classified positions not eligible for inclusion in University Teachers' Union which: a) have a specified period of employment not to exceed one year; b) are contingent upon the availability of funding sources (e.g. Auxiliary, Designated, Grants & Contracts, Gifts, Plant Funds); and c) meet the conditions set forth in the UM Personnel Policy #47.0 *Criteria for Board of Regent's Contracts* and BOR Policy #711.1 *Employment Instruments; Professional and Administrative Employees*. Employment automatically ends without notice at the end of the specified term. If funding is no longer available, termination may occur at any time during the specified period of employment upon 15 working days notice.

#### I. POLICY

- A. Letters of Appointment may be issued to a contract professional or administrator meeting Board of Regents criteria set forth in University Personnel Policy 47.0 subject to the DEFINITION above. Letters of Appointment may also be issued for Researchers who are not eligible for UTU membership subject to Section E below.
- B. Individuals on a Letter of Appointment are hired for a specified period, not to exceed continuous employment beyond one (1) year. Letters of Appointment cannot be used for individuals who hold an academic appointment and qualify for inclusion in the University Teachers' Union or who would otherwise be subject to the State classification and pay plan systems.
- C. Except in situations involving termination for cause, the employment of individuals hired on a Letter of Appointment automatically ends without notice at the end of the specified term or the end of the one year period, whichever occurs first. Since individuals on a Letter of Appointment must be in an active work status, they are not eligible to take discretionary leave without pay. Individuals on a Letter of Appointment qualify for state and federally mandated leaves in accordance with eligibility requirements.
- D. Letters of Appointment shall include a notation, when applicable, that employment is contingent upon continuation of funding for the position. If anticipated funding is not forthcoming, an individual may be terminated at any time during the expected term of the contract upon 15 working days written notice.

- E. An individual employed on a Letter of Appointment who subsequently meets the requirements for membership in the UTU will be transferred to a Board of Regents' Contract required by the University Teachers' Union Collective Bargaining Agreement.
- F. Annual salary increases for individuals employed on Letters of Appointment will be defined within parameters set by the University President.

## II. PROCEDURES

### A. APPOINTMENT

Established recruitment and selection procedures will be followed when hiring an employee on a Letter of Appointment status.

The following process will be used:

1. The original signed and completed Hiring Authorization Form will be sent to Human Resource Services. A copy of the form must be sent to the Office of Research and Sponsored Programs.
2. Human Resource Services will prepare the Letter of Appointment and forward it to the President for signature, together with the Hiring Authorization Form.
3. After the President signs the Letter of Appointment and Hiring Authorization Form, they will be returned to Human Resource Services to be sent to the prospective employee for signature. The prospective employee will sign the Hiring Authorization Form and return it to Human Resource Services.
4. Human Resource Services will process the prospective employee's employment information for payroll purposes upon receipt of the Hiring Authorization Form.
5. Human Resource Services can reissue Letters of Appointment upon completion of an individual's employment term, if appropriate and when notified in writing by the hiring department. Such letters will be routed in accordance with the above steps. Requests for renewals require a newly signed and completed Hiring Authorization Form.
6. The appropriate Executive Officer and the President must approve salary adjustments for employees on Letter of Appointment. Only one salary increase in any 12-month period is allowed absent specific approval by either the appropriate Executive Officer and the President.

## II TERMINATION/NON-RENEWAL OF EMPLOYMENT

Employment expires automatically at the end of the term set forth in the Letter of Appointment. No additional notice concerning non-renewal will be provided. A termination form must be completed and submitted to Human Resource Services as soon as the appropriate administrator is aware that the Letter of Appointment will not be renewed.

## III BENEFITS

Employees hired on a Letter of Appointment will receive all applicable benefits set forth in State law, Regents' policy, and University policy. The applicable retirement system will be either TRS or TIAA-CREF. If appointments are of sufficient duration, eligible employees will be entitled to certain benefits (e.g., an individual who works six months or more at least .50 FTE is eligible for insurance benefits). Month-by-month employment notices given to Human Resource Services based on availability of funding may preclude an employee's eligibility for certain benefits.