**SAMPLE NTT NEW APPOINTMENT LETTER[[1]](#footnote-1)**

***Note: Non-grant funded NTT faculty shall have appointments of one to seven years duration; Grant-funded NTT faculty shall have appointments of six months to five years duration.***

On the recommendation of the Department of [*Insert department/program*], I am pleased to offer you an appointment as a(n) [*Insert Title*] in the [*Insert Unit/School*]. This is a non-tenure track [*Insert academic year or calendar year*] appointment for a term of [*Insert six months; one, two, three, four, five, six, or seven years*] effective *[Insert begin date*] through [*Insert end* *date*] with an initial annual salary of [$*Insert salary*].

This appointment is renewable and contingent upon successful reappointment. Reappointment is subject to a continuing need for the position, availability of funding, and a positive formal evaluation. Your reappointment evaluation will take place no later than [*Insert four, seven or twelve]* months prior to the expiration of this contract. The evaluation criteria for reappointment and/or promotion in this position are [*Insert evaluation criteria*]. The evaluation criteria can also be found at [*Insert applicable URL link*]. [*If grant-funded, insert: This is a grant-funded appointment contingent upon the availability of funds to support it*]. [*If on a visa, insert: This appointment is also contingent upon the appropriate visa status*].

Your responsibilities will include the following [*Insert job responsibilities*] and other duties as assigned. These responsibilities may be amended upon written notification to you.

The Immigration Reform and Control Act of 1986 requires all employers to certify the identity and work eligibility of all new employees.  This offer of appointment is therefore subject to your in-person presentation of proper documentation, as required by law. The *Employment Eligibility* form (Form I-9) is an online process, and all new employees must present the required documents to the employing department, in person, no later than the first day of employment.  Accordingly, please present the required documents to [*Insert name of a specific individual in the department*] no later than [*Insert date*]. You must complete an Employment Eligibility Verification Form (Form I-9) and other required payroll forms by your appointment begin date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify.  E-Verify compares information from your Form I-9 to data from the U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.  In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing department and given the opportunity to respond to USCIS within the required timeframe.  If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations.  For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website [http://www.uscis.gov/portal/site/uscis](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uscis.gov%2Fportal%2Fsite%2Fuscis&data=02%7C01%7Cncarvalho%40oq.rutgers.edu%7Ca8bfb235685f4aa0916a08d5e121f0bc%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C636662458243730998&sdata=ek2BoTC9SCm3IrYhCOY54Y%2Bj8mlMiOPezwuCLReV2T4%3D&reserved=0).

This offer of employment is contingent upon compliance with the University’s COVID-19 vaccination requirements.  The University requires all new employees to provide proof that they are fully vaccinated and have received a booster (where eligible) against COVID-19 prior to commencement of employment, unless the University has granted the employee a medical or religious exemption. Based on current guidance, individuals are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccine approved or authorized for emergency use in the United States or a vaccine that has been listed for emergency use by the World Health Organization. Eligibility for a booster against COVID-19 varies and is explained on the University’s web site located at <https://coronavirus.rutgers.edu/covid-19-vaccine/>*.*  By signing this offer letter of employment, you agree to provide proof to the hiring manager that you are fully vaccinated against COVID-19 and have received a booster (where eligible) or have received a medical or religious exemption prior to your first day of employment. Failure to do so will result in recission of this offer of employment. Individuals who are not eligible for a booster at the time of an offer of employment must provide proof they have received a booster within 14 days of becoming eligible and upload proof of same. Failure to do so will result in disciplinary action up to and including termination. You will receive an email with instructions to upload your vaccination card and/or to apply for a medical or religious exemption.

Pursuant to N.J.S.A. 34:11-4.1 et seq.; and 34:11-56a et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at [https://www.nj.gov/labor/forms\_pdfs/EmployerPosterPacket/MW-400.pdf](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nj.gov%2Flabor%2Fforms_pdfs%2FEmployerPosterPacket%2FMW-400.pdf&data=04%7C01%7Csbaradhi%40oq.rutgers.edu%7Ce104349f60f74c14526d08d9b9aa687b%7Cb92d2b234d35447093ff69aca6632ffe%7C1%7C0%7C637744963803627192%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=BWE4YCwkxJZYToThA83ki%2FMkx6mreAImr295fJz5WqQ%3D&reserved=0).

[*If applicable insert this paragraph*]

Full-time faculty are eligible for health and certain other benefits. [*Insert Name of Departmental Administrator*] will register you for a benefits orientation session where you will receive a Benefits Guide and other benefits-related documents and forms. Information describing the comprehensive benefits program at Rutgers University is also available online at <http://uhr.rutgers.edu/benefits/benefits-overview>. Once you have attended the orientation, please complete the benefit forms and return them to [*Insert Name of Departmental Administrator*].

As part of your employment, you are represented by the Rutgers Council of AAUP Chapters, AAUP-AFT, AFL-CIO for the purposes of collective negotiations. To access the current collective agreement, please refer to <https://laborrelations.rutgers.edu/faculty/labor-contracts>.

The contractual terms of this appointment are specified on the enclosed Faculty Employment Agreement (UPF-5). Please sign and date the original and return it to [*Insert a specific person or office]* at the following address [*Insert address*]. A copy of the contractual form is enclosed for your records.

Offer is contingent upon successful completion of all pre-employment screenings.

Kindly indicate your acceptance of this appointment and its terms and conditions by signing this letter and returning it to [*Insert a specific individual in the department*] on or before [*Insert date*]. A copy of this letter is enclosed for your records. My colleagues in the Department of [*Insert department name*] and I will be pleased if you decide to accept this appointment to the [*Insert unit/school*].

Sincerely,

Dean [*Insert Name*]

I accept this offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

c: AAUP-AFT

Attachment: UPF-5

1. This does not apply to faculty in the Lecturer title. [↑](#footnote-ref-1)