Date

NOTE: Green text should be replaced or removed prior to submission.

Name

Address

Dear Dr. Last Name,

It is with great pleasure that we propose to extend to you an offer as [insert rank] Professor in the Department of [Department] in the College of Engineering at the University of California, Davis. The Department faculty enthusiastically supports your appointment. We are pleased to recommend you for a full-time appointment as [insert rank] Professor. Formal appointment to the faculty of the University of California requires final approval by the Chancellor, and we have every reason to believe the Chancellor will support the terms of the appointment outlined below. After all steps in the review process have been completed, and your appointment has been approved, you will receive a formal letter of appointment.

# Appointment Level and Salary

We will recommend you for a nine-month (academic year) appointment, to be effective [Date] for the Fall XXXX service period [insert if applicable: or whenever your Visa case is approved by US Citizenship and Immigration Services]. Your nine-month salary will be $[salary]. Additionally, you will have the option to supplement this nine-month salary, with extramural funds, up to 3/9 of your nine-month academic year salary. Accordingly, your maximum possible annual salary, including three months external summer support, would be [total compensation with summer salary]. In addition to salary, the University of California offers an exceptionally strong benefits program including health insurance (medical, dental and vision), retirement benefits, and tax-deferred savings plans.

We also recommend that you review the instructions used by peer review committees in evaluating faculty members at: <http://www.ucop.edu/academic-personnel/_files/apm/apm-210.pdf>. We think you will find these instructions interesting and useful in that they specify the criteria for academic achievement at the University of California.

Offers of employment, including this tentative offer, 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.  Documents required by the Act must be provided on or before the effective date of your appointment.  If you are not a U.S. Citizen or permanent resident, the UC Davis Services for International Students and Scholars can provide information and assistance with U.S. Immigration and Naturalization Service procedures required to secure employment eligibility and legal status in the U.S.  You may contact that office by phone at (530) 752-0864 or e-mail ([siss@ucdavis.edu](mailto:siss@ucdavis.edu)).

Startup Funding

The campus provides an excellent environment for research and teaching. To assist you in this regard we have put together a startup package totaling approximately [insert start up fund total] that includes research support, graduate student support, summer salary and moving expenses as outlined below.

Specifically, we will provide $[insert startup needs amount] for your startup needs to be used for such things as the purchase of research equipment, computer hardware and software, travel to professional meetings, office furniture, or other uses you wish that are consistent with University of California policies and procedures. These funds will be available for the first three years of your employment. Unspent funds as of [insert use by date] will no longer be available as part of your startup offer.

[Add any special negotiation points for startup here.]

[Include if applicable: We will also provide support for [number] graduate students for [number] calendar years, including salary, student fees and benefits, which has an approximate value of $[insert total value]. The graduate student support may be a combination of graduate fellowships, tuition, and departmental assistantships. Unused graduate student support as of [insert use by date] will no longer be available as part of your startup offer.

[Include if applicable: We will also provide [number] months of summer salary each year in academic years [insert applicable fiscal years]. Each month of summer salary is at one-ninth rate of your annual salary or approximately $[insert rate] per month (total summer salary plus benefits is projected to be about $[insert total amount]. Any of this salary not used during these two years may be used in [insert use by date], but not beyond.

We will also allocate $[insert amount for relocation] for your personal allowable moving expenses and your library moving expenses. University policy excludes some items of coverage and requires use of a moving firm with whom the University has a contract. We will be pleased to work with you in making these arrangements.

Facilities

Space will be made available to you, your students, and your experimental work. Specifically, [state specific department space allocation: ie. We will provide you a personal academic office and office space for your students, possibly in space shared with other students, and laboratory space for your experimental work, possibly in a shared space].

Teaching Expectations

At the University of California, teaching is an integral part of the academic mission, and department chairs have the responsibility for making teaching assignments. The standard teaching load for junior faculty in the [insert specific department] Department is [insert teaching load information]. [Insert/edit if applicable: To facilitate the start of your research program, you will receive an additional [X]-course reduction during the first year, resulting in a first-year teaching load of [Y] courses.]

Mortgage Assistance Housing and Faculty Recruitment Allowance Programs

If you are interested, we will nominate you for the Mortgage Assistance Housing Program. This program enables new appointees to the faculty to apply for home loans at interest rates that are usually below market rates. Please let us know as soon as reasonably possible if you are interested in this program. Details change from year to year. More information regarding the Mortgage Assistance Housing Program can be found at the following links: <http://homeloans.ucdavis.edu/> and <http://www.ucop.edu/loan-programs/>.

[Include if applicable: In addition, we will provide you with an opportunity to be eligible for up to $66,700 as part of the Faculty Recruitment Allowance Program, to assist you in getting established in Davis. Specifically, if you are able to provide the corresponding equivalent funding amount from your research grants (to cover any non-personnel items that would have otherwise been provided from the $[insert startup needs amount] mentioned above for your startup needs), you will be able to allocate an equivalent amount for Faculty Recruitment Allowance Program funds in the form of additional personal income. The Faculty Recruitment Allowance Program funds would be available for use as soon as your appointment receives final approval from the Chancellor and the research grant funding source is identified. This allowance may be disbursed in a single payment or in equal or unequal amounts over a period not to exceed ten years. Please note that the total amount of the Faculty Recruitment Allowance is considered wages and is subject to tax withholdings (and 403b contributions). Please consult your financial advisor for further information regarding tax implications. Given this substantial commitment, we would need your written agreement that you would repay to UC Davis any Faculty Recruitment Allowance in its entirety should you choose to leave UC Davis of your own volition within five years of the date of receiving these funds.]

As you may be aware, the West Village Development in Davis will provide future faculty housing. If you wish, you may enter the selection process for this housing, even if the selection lottery takes place after the upcoming academic year. You will also be eligible to include your name on the waitlist for housing in the existing Aggie Village.

Partner Opportunities Program

Under the direction of the Vice Provost – Academic Affairs, the UC Davis Partner Opportunities Program (POP) is a service designed to support the recruitment of outstanding faculty by assisting the spouse/partner in finding employment in the region. In your case, POP will provide a hiring incentive for your partner, which may be used by your partner to seek employment in an appropriate unit on campus. It is important to note, however, that POP cannot guarantee job placement or the successful resolution of employment issues. Please work with Chair XXXX if you would like to take advantage of the POP opportunity.

Concluding Remarks

We are very excited at the prospect of your becoming a member of the faculty in the Department of [Department], and we look forward to your contribution to our programs. We would appreciate receiving your signed acceptance of this recommendation in person or by email, no later than [insert respond by date].

Sincerely yours,

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Jennifer Sinclair Curtis Chair Name

Dean, College of Engineering Chair, Department

cc: MSO, Department

Jessie Catacutan, Executive Assistant Dean

Felix Wu, Associate Dean

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*I accept the terms of the recommended faculty position as outlined within this letter.*

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Candidate Name Date