Template: 9-month, Tenure-Track Faculty

(black font = required; blue font = as appropriate for your department)

<Date>

<Name>

<Address>

Dear Mr./Ms. <Name>:

On behalf of the Kapi‘olani Community College, < department/division>, I am pleased to formally offer you an appointment to the <rank/title> (<alpha/numeric rank code>) position, #XXXXX, within the

<department or program>, effective <date>. Your annual salary will be $XX,XXX ($X,XXX monthly).

This is a permanent, full-time, 9-month tenure track position subject to a 5 year probationary period, performance assessment, and contract renewals in accordance with the current bargaining unit 7 agreement between the University of Hawai‘i Professional Assembly (UHPA) and the University of Hawai‘i Board of Regents. Your probationary period will commence on <date> and may be shortened or lengthened as appropriate.

Your employment terms are governed by University policies and procedures, and applicable Federal and/or State laws, rules and regulations, and if appropriate, the collective bargaining agreement between the exclusive representative and the University. Additional terms of employment are also attached.

This letter and its attachment represent the University’s complete offer to you and contain all of the material terms relating to your appointment, subject to completion of a satisfactory background check, employment eligibility documentation and verification, TB clearance, and submittal of official transcripts. If these terms are agreeable to you, please indicate your formal acceptance of this offer and your permission to conduct a background check by doing the following:

* 1. Circle “accept.”
  2. Sign and date your acknowledgement.
  3. Return this letter to <name or office> via e-mail to

<name>, at [<XXX@h](mailto:XXX@hawaii.edu)a[waii.edu](mailto:XXX@hawaii.edu) > no later than <MM DD, YEAR>.

Our Department Secretary [or other designated person,] will contact you regarding your employment forms and benefits. Should you have any questions regarding your pay and/or benefits, please feel free to contact him/her or <name>, at <phone number> or [<XXX@hawaii.edu>.](mailto:XXX@hawaii.edu)

We look forward to your employment with us and fulfilling the mission of Kapi‘olani Community College, [department as appropriate] and the University of Hawai‘i.

Sincerely,

Louise Pagotto

Chancellor

I accept/decline the terms of this appointment:

Signature:

<Name> Date

c: Human Resources Office

UHPA