*Letter last updated 6/7/2022*

**(Month DD, YYYY)**

**(Address Block)**

Dear **(name),**

This letter is confirmation of your **re/**appointment as **a/an (insert payroll title)** in the **(insert department name).** This is a fixed-term terminal instructional academic staff appointment for the (**Fall/Spring** **semester of the 20XX-XX academic year) / (20XX Summer Term)** only with no presumption of reappointment.

This offer of employment is conditional pending the results of a criminal background check and the reference check process that includes questions regarding sexual violence and sexual harassment. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

Final approval of this appointment is contingent on sufficient enrollment and no departmental faculty available to teach the course; it extends through the entire payrolling period noted below; it does not earn vacation and you are expected to work during the full appointment period except for days specifically listed as paid holidays.

**(Include for summer appointments only)** Please be aware that because the period of instruction in summer courses is shorter and therefore more intensive than in a regular semester, it is unlikely that discretionary absence (other than illness or emergency requests) will be approved.

**Initial evaluation period: (if applicable)**

Business title: **(usually “Lecturer in (Department)”)**

Operational area:

Payroll dates:

Percent time:

Biweekly Salary\*: **$Biweekly Rate** based on the full-time academic year rate: **$Base Rate**

*\*Prorated for any pay period in which your appointment is not active for the entire pay period*

Supervising **(faculty/staff)** member: **(Name & Title)**

General position responsibilities: **(Include course number and name, with general description of duties)**

Position Vacancy Listing Number: **(if applicable)**

Classes begin:

Exams end:

This is an academic staff appointment, and is governed by University of Wisconsin-Madison Academic Staff Policies and Procedures (ASPP). This document is available online: <http://acstaff.wisc.edu/resources/policies-and-procedures>

Please refer to the Letter of Offer Attachment for additional terms of employment and information of which you need to be aware. Important benefit information is available on the Office of Human Resources/Payroll and Benefits Services website at <http://www.ohr.wisc.edu/benefits/>. Many University benefits have strict time limits, so you must see **(insert contact name)** in the departmental office as soon as possible to discuss your benefit options. Failure to do so could result in the loss of important benefits.

Your employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Please note that Section 1 of the Form I 9 must be completed electronically on or before your date of hire. Also see **(insert contact name)** in the departmental office within three days to complete the I-9 form. Please refer to the attachment which lists the documents you may use.

(*Add this paragraph if on J-1 visa)*

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University’s [Export Control office](https://research.wisc.edu/integrity-and-other-requirements/export-control/).

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources, complaint procedures and protected bases, including how to contact the Title IX and Americans with Disabilities Act Coordinators and on nondiscrimination on the basis of sex in federally assisted programs is available at: <http://www.oed.wisc.edu/>.

UW-Madison is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. All employees are required to complete an online prevention education program called “Preventing Sexual Harassment and Sexual Violence at UW-Madison” within 30 days of a UW-Madison appointment. Additional information and a registration link for this training can be found at: <https://compliance.wisc.edu/titleix/employee-training/>. Please note, you will need your campus ID in order to register for the training.

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at: <http://eao.wisc.edu/policies-drug-free.htm>.

It is the policy of the University of Wisconsin – Madison to provide reasonable accommodation for qualified employees with disabilities. If you need accommodation to perform the essential functions of your position, please contact Laura Fisk, the Division-Level Personnel Representative, at (608) 265-3333 (laura.fisk@wisc.edu).

# If a criminal background check is required, pick one of the following:

**CBC required, employee will not have access to vulnerable populations.**

Pursuant to UW-System Board of Regents policy, this offer is conditional pending the results of a background check. If the results are unacceptable, the offer will be withdrawn or, if you have started, your appointment will be terminated.

**CBC required, employee will have access to vulnerable populations. CBC will need to be complete prior to the letter approval.**

Your position has been identified as a position of trust with access to vulnerable populations.  The University of Wisconsin - Madison requires that a criminal background check (CBC) be conducted **[every four years on all current employees and volunteers who hold a position of trust with access to vulnerable populations] OR [two years on all current employees and volunteers who hold a position with precollege camps].** It is also required that all employees and volunteers with this access, must self-report any criminal arrests, charges, or conviction (excluding misdemeanor traffic offenses punishable only by fine) to the divisional Background Check Coordinator [HR rep].  This report must be made within twenty-four (24) hours or at the earliest possible opportunity. Please note that failure to make the required report would constitute a violation of this policy and may result in a disciplinary action, up to and including dismissal. These requirements are to safeguard the campus community for students, employees and visitors.

# Closing

Please respond in writing to this offer by **(insert deadline date).**

Sincerely,

**Chair/Director (include name and title)**

Enclosures: “Letter of Offer Attachment”

**PVL or PVL waiver (include if appropriate)**

Xc: L&S Personnel File

**(Supervisor’s name if other than person signing letter)**