

**Approved Offer & Acceptance Form for New Appointments
University of Massachusetts · Exempt Staff/Faculty**



EmplID _____ Rcd _____
8 digits

Please indicate your acceptance of this offer by signing the approved offer and acceptance form and returning it to the Dean or Department Head who initiated the offer. You should be given a signed copy of this Offer & Acceptance Form for your records.

NAME Last First Middle Name/Initial

JOB TITLE CONTINGENT APPOINTMENT YES*

BUSINESS TITLE

DEPARTMENT/COLLEGE/SCHOOL

APPOINTMENT PERIOD: From To

ANNUAL SALARY \$ CALENDAR ACADEMIC 43 WEEK CONTRACT % of TIME

BENEFITS: YES NO

CREDIT TOWARD TENURE TENURE DECISION ACADEMIC YEAR TO SEMESTER

OTHER COMMITMENTS OR CONTINGENCIES (ATTACH RELEVANT DOCUMENTATION):

RECOMMENDED OR APPROVED

_____ DEPARTMENT HEAD/APPOINTING AUTHORITY	_____ DATE	_____ DEAN/DIRECTOR (IF APPLICABLE)	_____ DATE
_____ VICE CHANCELLOR/PROVOST (IF APPLICABLE)	_____ DATE	_____ PRESIDENT (IF APPLICABLE)	_____ DATE
_____ CHANCELLOR (IF APPLICABLE)	_____ DATE		

***Contingent Appointment Only**

Provided the appointee has completed the requirements for the _____ Degree by _____;
otherwise the appointment shall be to the position of _____
for the period _____ at an annual salary of _____.

This offer, consisting of the terms stated above and on the reverse side of this form, constitutes the entire agreement between the University and the appointee. **I understand that all appointments are contingent upon presentation of current work authorization documentation.**

ACCEPTED: _____
Appointee Signature Date

REQUISITION # SOURCE OF FUNDS: STATE TRUST GRANT OR CONTRACT AA CC

POSITION IS COVERED BY BARGAINING AGREEMENT: Massachusetts Society of Professors (MSP) Service Employees International Union (SEIU), Local 888

POSITION IS **NOT COVERED** BY BARGAINING AGREEMENT: **NON-UNIT**

FORM PREPARED BY Name Email PHONE # DATE

(See Reverse)

Rev. 9/30/2004



EmplID _____ Rcd _____

1. All appointments to the exempt staff or faculty of the University are contingent upon availability of funds.
2. All members of the exempt staff and faculty of the University are employed pursuant to and subject to the policies, rules and regulations adopted by the Board of Trustees of the University as amended, revised or repealed from time to time, under the provisions of Chapter 75 of the Massachusetts General Laws, as amended or revised from time to time.
3. Duties may be assigned to the exempt staff or faculty member in resident instruction, research, extension teaching, and/or programs of the University as required to promote the objectives of the University.
4. As a condition of employment you will be required to provide:
 - documents that establish identity and employment eligibility