

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



*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to the policies, rules and regulations adopted by the Board of Trustees of the University as amended, revised or repealed from time to time, under the provisions of Chapter 75 of the Massachusetts General Laws, as amended or revised from time to time.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