

**Professional and Scientific Offer Letter (Temporary Appointments 6 months or more)**

Today's Date

Dear Name:

I am pleased to offer you the position of (**University title**), at\_\_\_\_\_\_\_\_\_% effort, in the (**unit**) beginning (**date**). Your rate of pay will be (**amount**) per hour. Your employment is contingent upon completion of a successful criminal background check.\*

*[Paragraph about University of Iowa department if desired.]*

This position is classified as temporary “at will”. For further information on temporary status, please see the P&S Status Definitions below.

Under this status, you are required to participate in a retirement plan with either IPERS or TIAA. Selecting a retirement plan is an irrevocable decision that must be made within 60 days of your hire date. If you are not currently participating in one of these two plans through the University, you may have a retirement plan election opportunity at this time. The University Benefits Office will be sending you information about these plans and a Retirement Plan Election Form. Retirement plan contributions will begin on your first paycheck. If you do not submit a Retirement Plan Election Form before your first paycheck, you will automatically have IPERS contributions deducted from your first paycheck. If you later select TIAA before the end of your 60 day elections period, your IPERS contributions will be refunded and your TIAA contributions will begin on the following paycheck.

\* Candidates for temporary professional and scientific positions that have been designated security sensitive by the appropriate dean or vice president will require a criminal background check be conducted at the time of hire.

The attached addendum provides additional details about employment at the University of Iowa. Please indicate your acceptance of this position by signing below and returning a signed copy of this letter, and the attached addendum, to me at **{email address or street address}**. I would appreciate receiving a response to this offer by **{date}**. Please feel free to call me if you have any questions about the department, the University, or the terms of this offer.

We encourage you to contact your Human Resource Representative {**name & phone number}** to discuss your needs if you are a person with a health condition or disability and need assistance related to your new position.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance for this position, please sign and date below and return it to me in the enclosed envelope.

Sincerely,

(Signature)

Name, Title, etc.

Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Special federal and state tax withholding rules apply for nonresidents with immigration status F1, J1, J2, H1B, TN, O1, Asylee and Refugees. For more information regarding these rules, please contact the Payroll Office

**Addendum to Offer Letter**

**Benefits and Direct Deposit**

This appointment does not include the University’s full employee benefit program.

As a condition of employment, you will be required to receive all payments by direct deposit. You may sign up for direct deposit on the University [Self Service](http://hris.uiowa.edu/selfservice/) web site shortly after you begin your appointment.

**I-9 Requirements**

You are also required by federal law to complete an I-9 form to verify your eligibility for employment. The University expects this form to be completed prior to your employment whenever possible, or on the day you begin work. Please be prepared to present the documents necessary to complete this form and confirm your eligibility (refer to I-9 information <http://hr.uiowa.edu/immigration/i-9-information>).

**Post Offer Self-Identification**

As required by federal contracting regulations, the University of Iowa must provide persons who have been extended a job offer the opportunity to self-identify as a protected veteran and/or as an individual with a disability. This information is used to monitor and report on the university’s equal employment opportunity/affirmative action programs. Submission of this information is **voluntary,** and refusal to provide it will not subject you to any adverse treatment. Please take a moment to visit the [Post Offer Self-identification website](https://jobs.uiowa.edu/postOffer) and complete the voluntary self-identification form. If you prefer to complete the form by mail, please contact the Office of Institutional Equity via email (oie-ui@uiowa.edu) or phone (319-335-0705).

**Intellectual Property Policy**

As a condition of your employment, you are required to follow all university policies, including the University of Iowa Intellectual Property Policy under which the University of Iowa Research Foundation (UIRF) assumes ownership of qualifying inventions as that term is defined in section 30.3.b(2) of the University of Iowa Inventions Policy and of copyright in works described in section 30.4b(2)(b) of the University of Iowa Copyright Policy. Upon commencing employment at the university, you hereby assign all right, title, and interest in qualifying inventions and such copyrights to UIRF.

**Tobacco Free Campus**

The University of Iowa, in an effort to promote the health and well-being of its faculty, staff, students, and visitors, has chosen to maintain a tobacco free environment. All tobacco use is prohibited in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages, and all outside areas.

**I acknowledge receipt of this addendum and accept the conditions therein.**

Initials\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

***P&S Status Definitions***

**TEMPORARY STATUS** A staff member may serve in temporary status in a continuous appointment for not more than 2 fiscal years to meet an emergency or temporary need of the university. Temporary appointments of less than 75 percent (1560 hours) will not be subject to the 2-year appointment limitation. Staff members in temporary status serve "at will."

# Information That Needs To Be Included In Every Offer Letter

* Job Classification title
* Employing department
* Terms of appointment
	+ Full time Temporary
	+ Part time (%) Temporary
* Start date
* Rate of pay
* Frequency of pay
* Employment Status – At-will
* Optional
	+ A valid driver’s license is required for this position. Your offer of employment is contingent upon a review of your driving record and compliance with the standards of the University of Iowa’s Driving Policy. Failure to meet the requirements of the University of Iowa’s Driving Policy may result in the withdrawal of the employment offer.
	+ Because this position requires you to have and maintain a Commercial Drivers License, this offer is contingent upon you passing a pre-employment drug test and the University’s verification of your previous testing results. Therefore, as a condition of employment you will be required to provide a release/consent for testing and for the University to verify your previous testing results.
	+ Duties are described in the attached local job description.
	+ To ensure the UI campus community is in compliance with FERPA regulations, all UI faculty, teaching assistants, and staff who may interact with or work with students and/or student records will be required to complete [FERPA training](https://registrar.uiowa.edu/faculty-and-staff-ferpa-training) every three years. Subsequent certifications will be completed annually when employees are required to attest to the “UI Confidentiality Statement” on the Employee Self-Service site every January.