

**Professional and Scientific Offer Letter (FOR TRANSFER OF EXISTING EMPLOYEES)**

Today's Date

Dear:

I am pleased to offer you the position of **{title} {jobcode}** within the **{department}** at the University of Iowa. The position offered is **{full-time/\_\_\_% part-time}** at a **{salary}** of **{$$$}** per year. Your Professional & Scientific (P&S) Employment Status will be **{Career, Probationary, or At-Will (include appropriate language based on *P&S Status Definitions* in the \*Addendum to Offer Letter).** Your employment is scheduled to begin on **{date}**, and your anticipated hours of work will be **{days}** from **{hours of work}**. Your employment is contingent upon completion of a successful criminal background check.\*

Your employee benefit elections will remain the same unless you are changing work categories. Detailed information regarding University benefits may be obtained from the Benefits website: http://hr.uiowa.edu/benefits. Any questions concerning the benefit programs may be directed to the University Benefits Office (319-335-2676).

The University of Iowa is committed to the creation and maintenance of a positive work environment for all. Toward this goal and per the University of Iowa’s [*Policy on Sexual Harassment and Sexual Misconduct*](https://opsmanual.uiowa.edu/community-policies/sexual-harassment-and-sexual-misconduct/education-programs), you are required to successfully complete an approved harassment prevention education course during the first two months (six months if not identified as an academic administrative officer per the policy) of employment and to complete periodic trainings as outlined in the university’s Policy on Sexual Harassment and Sexual Misconduct. Once you begin employment, you may satisfy this requirement by completing an approved online course or instructor-led course (if available). To view your initial due date for completion of this course, login to the [UI Compliance & Qualifications system](https://compliance.hr.uiowa.edu/my_compliances), locate the “Harassment Prevention” compliance on your dashboard, and click “View Details.” The appropriate harassment prevention courses based on your current role at the university will be displayed. Simply click the “Enroll in Course” button to begin. Further information about the education requirement and login instructions are available on the Office of Institutional Equity’s [Harassment Prevention Education website](https://diversity.uiowa.edu/programs/training-programs/harassment-prevention-education-course-information)

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).

Your responsibilities in this position will include: (or attach description).

Select either a, b, or c below to follow as the next paragraph.

1. This position is classified as "at will" status. For further information on “at will” status, please see the P&S Status Definitions below.
2. You are being appointed to this position with career status, which means you have special protections and rights as an employee. Your career status date is \_\_\_\_\_. For further information on career status, please see the P&S Status Definitions below.
3. This position is eligible for career status pending successful completion of a probation period during which your performance is evaluated against the department's standards. Based on your classification, your probationary period will be 12 months. For further information on probationary status, please see the P&S Status Definitions below.

We encourage you to contact your HR Representative to discuss your needs if you are a person with a health condition or disability and need assistance related to your new position.

\* A criminal background check is required if an employee transfers from a position for which a criminal background check was not conducted at the point of hire to a regular position or to a position designated as security-sensitive. If an employee transfers from any position where a criminal background check was conducted at the point of hire to a regular position or a position designated as security-sensitive, the college/division may elect to conduct a criminal background check. If a criminal background check was conducted within the last year the college/division may choose to review the results of the original criminal background check to determine the nexus of conviction(s) to the new position. For further information please on internal transfers see <https://hr.uiowa.edu/policies/background-checks>.

OPTIONAL LANGUAGE THAT MAY BE INCLUDED IN THE OFFER LETTER:

Your employment is contingent upon completion of a successful credential check.

Please report to [insert location] at [time of day].

This offer of employment will be withdrawn if not accepted by [date].

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.

As previously discussed, this position is eligible for **{hybrid/remote}** work within Iowa and will require a work arrangement form to be completed upon the start of your employment. Per policy, work arrangements will be reviewed annually, and must comply with the [remote work program and related policies](As%20previously%20discussed%2C%20this%20position%20is%20eligible%20for%20%7Bhybrid/remote%7D%20work%20within%20Iowa%20and%20will%20require%20a%20work%20arrangement%20form%20to%20be%20completed%20upon%20the%20start%20of%20your%20employment.%20Per%20policy%2C%20work%20arrangements%20will%20be%20reviewed%20annually%2C%20and%20must%20comply%20with%20the%20remote%20work%20program%20and%20related%20policies%20and%20employee%20travel%20policy%20when%20working%20at%20a%20remote%20location.) and [employee travel policy when working at a remote location.](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/travel)

I am enthusiastic about you joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign and date below the attached copy of this letter 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**

**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 rights, titles, and interests in qualifying inventions and such copyrights to UIRF.

***P&S Status Definitions***

**AT-WILL STATUS** applies to a staff member whose administrative, policy-making, or other responsibilities make it inappropriate to confer career status upon them in the position.

**CAREER STATUS** carries specific employee rights related to grievance, re-employment, and termination notice provisions. For example, if your position is eliminated because of reorganization or lack of funding, the length of the written notice will be based on the staff person’s length of regular and continuous university service at the time the notice is given.

**PROBATIONARY STATUS** is the time during which a staff member's performance is evaluated to determine whether the staff member is demonstrating the capacity for continued performance at a level necessary to meet the department's or unit's standards set for the position. Probationary status makes it inappropriate to confer career status until successful completion of the stated probationary period.

**TEMPORARY STATUS** is a continuous "at-will" appointment of not more than one year to meet an emergency or temporary need of the University.

*For more detailed information, please refer to the* [*University Operations Manual, III-3.1, Policy to Define the Relationship of Professional and Scientific Staff Members to The University of Iowa*](http://www.uiowa.edu/~our/opmanual/iii/03.htm#31)