**SVM**

**ACADEMIC STAFF OFFER LETTER**

**SAMPLE FIXED TERM RENEWABLE**

Date

Name

Address

Dear Name:

It is my pleasure to confirm your appointment as *title; e.g. “Research Specialist*” at the University of Wisconsin-Madison, School of Veterinary Medicine (SVM), in the Department of *Department Name* in the operational area of [ *e.g. “XXX laboratory.*”] This appointment will begin on *date* at a salary of $XXXXX annually *[or on a 9 month basis.]* This is a  *%* appointment fixed term renewable appointment through June 30, <year>. Renewal beyond that date is likely, but is contingent upon funding, program need and satisfactory performance. Generally, academic staff members are reviewed each spring for possible pay plan increases on July 1st. [If the appointment begins near the end of the fiscal year, you may substitute, *“Because your appointment begins near the end of the fiscal year, you will not be reviewed for a merit increase for the next fiscal year.”]*

[If employee previously worked in same operational area – delete]: Under the UW-Madison Academic Staff Policies and Procedures you are required to serve a [*twelve or six]* month period of evaluation. Please refer to ASPP 2.04 ASPP, <http://acstaff.wisc.edu>/ for details.

This offer of employment is conditional pending the results of a criminal background check, as required by Board of Regents policy. SVM HR staff will be submitting your name to GIS/Compli-9 soon to initiate the background check. Please watch for an e-mail from [eServices@geninfo.com](mailto:eServices@geninfo.com). [Required if criminal background check is not yet complete]*:*  This offer of employment is conditional pending the results of a criminal background check.  If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

Your responsibilities are stated in general terms on the attached description of the position. *[OR, insert description of duties here].* It is possible that some of your duties may change over time, as needed. You will be reporting to [*Name of Supervisor*].

This offer of employment is contingent upon verification of the appropriate identity and employment eligibility documentation on the Form I-9, as required by the Immigration Reform and Control Act of 1986. For information on the Form I-9 and the list of acceptable documents, please see the Forms section of the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>. If you accept this offer of employment, you will receive an email from your hiring department with a link to UW-Madison’s electronic I-9 system and login instructions, which is run by the company GIS/Compli-9. Section 1 of the electronic Form I-9 must be completed by the employee on or before the first day of employment. The system will provide the list of acceptable documents and detailed instructions on how to complete the electronic Form I-9. The list of documents is also attached to this letter for your easy reference. The required documents must be presented to your employing department, in person, within three days of your employment start date. If you do not have the necessary documents, you must present a receipt from a U.S. government agency for replacement document(s) within the three day limit, and you must present the required document(s) within 90 days of your employment start date. The law prohibits the University from employing or continuing to employ an individual who has not provided the required documents within the relevant time period.

Your new position is *[is NOT]* covered under the Wisconsin Retirement System (WRS). As a new employee, you have an opportunity to enroll in a variety of fringe benefit programs. You must submit benefit applications within 30 days of your date of hire. Your failure to do so could result in the loss of important benefits. Our Benefits Coordinator, Susan Bethke, will be contacting you via email with more information and to offer you a one-on-one benefits counseling session. If you would like to contact Susan directly, she may be reached at [sbbethke@svm.vetmed.wisc.edu](mailto:sbbethke@svm.vetmed.wisc.edu) or (608) 890-4533. **You also are strongly encouraged to attend Benefits 101 to learn more about your benefits and enrollment deadlines.** You can register at [www.ohrd.wisc.edu](http://www.ohrd.wisc.edu). You may also visit this link: <http://www.bussvc.wisc.edu/ecbs/benefits/newemp-introduction-reg.html> for full information on the benefit plans for which you are eligible to apply. If you do not attend Benefits 101 and you miss your enrollment deadline for any of the benefit plans, there is no liability on the part of the University.

[Include if continuing employee]: Since you are a continuing employee within the UW-Madison system, your insurances will continue without requiring new forms to be completed. You may contact Susan Bethke with any questions about your benefits. *[If changing appointment types, e.g. Univ. staff to AS, please consult with HR for correct language.]*

[Include if eligible to earn leave*]:* You will receive an Unclassified Leave Accounting Form monthly to report your leave usage. This form should be completed and submitted as soon as possible after the end of each month, for supervisor signature and processing. Please note that at the end of the fiscal year, vacation carryover, leave reserve allocation, and payments for leave to eligible employees will not be authorized for individuals with outstanding leave forms.

The UW-Madison campus, Office of Human Resource Development, conducts New Employee Orientation sessions on the first Wednesday of each month. We encourage you to register and attend a session. Registration is available at the following web site: <https://www.ohrd.wisc.edu/OHRDCatalogPortal/default.aspx?serieskey=294>.

Please refer to the Letter of Offer Attachment for additional information pertaining to the conditions of your employment.

Additionally, useful information about visiting and living in Madison and the surrounding communities is available on the following web site: <http://www.visitmadison.com/>

I look forward to working with you. Please do not hesitate to call me if you have any questions about your appointment. If you are unable to access the websites indicated in this letter please contact [*Name of Department Administrator]* for a hard copy of these materials.

Sincerely,

[*Chair/Principal Investigator/Director*]

Enclosures: Offer Letter Attachment

PVL xxxxxxx

cc: SVM Human Resources, *Departmental Office*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I HAVE READ, UNDERSTAND, AND ACCEPT THE TERMS OF THE APPOINTMENT AS THEY ARE PRESENTED HEREIN.

Signature Date