«DATE»

«FN» «LN»

«RANK»

Department of «DEPT SCHOOL»

Dear «SALUTATION» «LN»:

I am pleased to inform you that your appointment at the rank of «RANK» in the Department of «DEPT SCHOOL» in the School of Medicine at the University of North Carolina at Chapel Hill has been approved to be effective «START».

Your appointment is made under the terms and conditions of the *Trustee Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill* (“Tenure Code”) as originally adopted and as they may be periodically revised from time to time; and the *Faculty Appointee Certifications and Conditions of Employment* (“Form AP-2a”). The Form AP-2a is provided to you by your appointing Department for signature as part of initial appointment processing. If you require a copy of this document, please contact your Department Chair or Administrator. The Tenure Code is available by contacting your Department Chair, Dean’s Office, or Faculty Affairs in the Office of the Executive Vice Chancellor and Provost. The Tenure Code is also available on-line at the University’s Academic Personnel web site:

<https://academicpersonnel.unc.edu/files/2020/02/UNC-Chapel-Hill-Tenure-Policies-and-Procedures.pdf>.

The following information, provided by your department or school, should be helpful in understanding the appointment.

SERVICE PERIOD: «TERM» months, beginning with the effective date.

APPOINTMENT BASE: «DEPT SCHOOL»

SALARY: «SALARY» per year, **(please note that the compensation plan documents in the School of Medicine, and/or your department may describe this salary amount in two parts, a “base” and a “variable” component),** scheduled to be paid in twelve equal monthly installments. (The base salary does not include any administrative salary stipend and does not reflect a possible later salary adjustment.)

DURATION: Fixed term, terminating «END DATE»

**«FTE»%** FTE

LEAVE EARNINGS: 24 days of Annual Leave and 12 days of Sick Leave per year (100% FTE). Leave earnings are prorated based on your FTE. Annual Leave is not paid out at termination.

SPECIAL CONDITION: Continuance of service, as called for by this appointment, is contingent upon the continuing availability of funds to your department/school that are appropriate for the payment of your salary and come from sources other than continuing state budget funds or permanent trust funds. If at some future time these funds are unavailable, your appointment may have to be terminated; this is the meaning of contingency.

OFFICIAL TRANSCRIPT: To complete the hiring requirements, you must provide an official transcript for all graduate degrees by the end of the first semester of employment with UNC Chapel Hill. If the official transcript is in a language other than English, a certified English translation is also required. If your transcript is not available, your department may request a waiver from the Provost. Please be aware that if an official transcript is not provided in a timely manner, your employment may be terminated for failure to comply with a condition of employment.

Should you have any questions about your appointment, contact your departmental administrator or your dean’s office. Questions unable to be addressed by these offices may be referred to Faculty Affairs by contacting [appointmentletters@unc.edu](mailto:appointmentletters@unc.edu).

I look forward to your acceptance of this appointment and ask that you sign the enclosed copy and return it to the attention of your dean’s office within three weeks for our records. Please keep the original for your records.

Sincerely,

Dean

cc: «CHAIR», Chair

«HR REP», EHRA Personnel Consultant

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_